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Xerox® WorkCentre® 3215NI
Xerox® WorkCentre® 3225DN/ 3225DNI
User Guide

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Getting Started

1

This chapter includes:

Machine Overview

Before you use your machine, take some time to familiarize yourself with the various features and options.

Front View
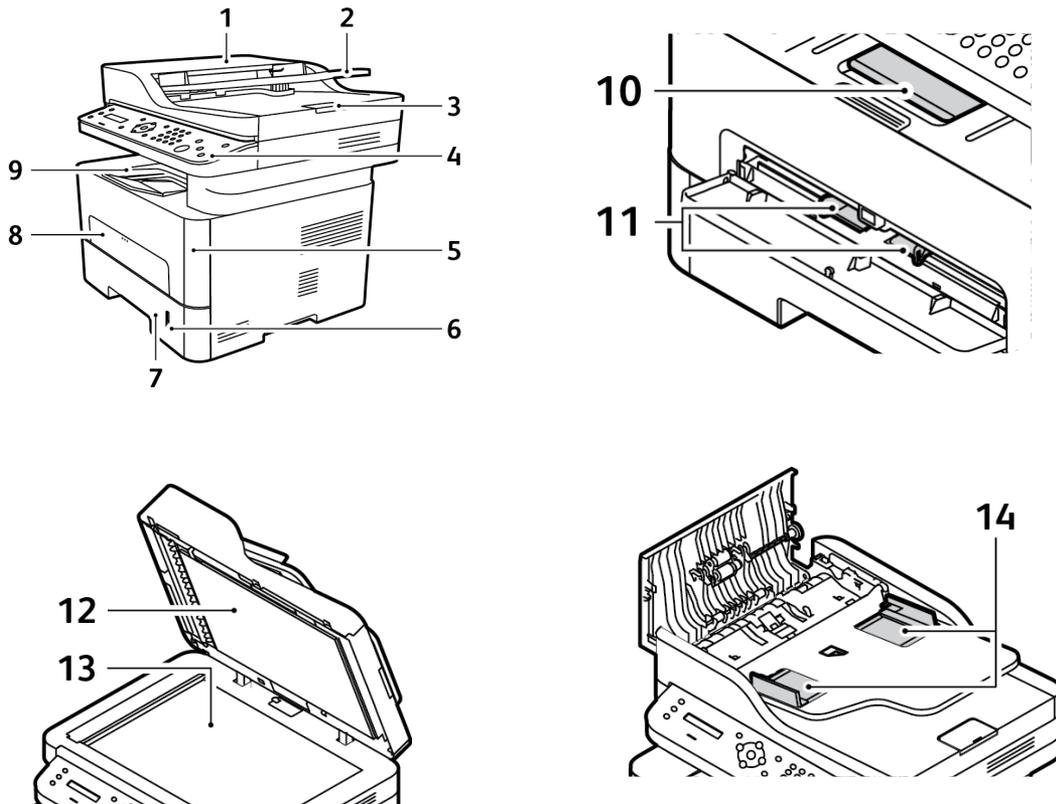
1	Document Feeder Cover	8	Manual Feeder Slot
2	Document Feeder Input Tray	9	Output Tray
3	Document Feeder Output Support	10	Output Support
4	Control Panel	11	Paper Width Guide on Manual Feeder
5	Front Cover	12	Document Cover
6	Paper Level Indicator	13	Platen Glass
7	Paper Tray 1	14	Paper Width Guide on Document Feeder

Rear View
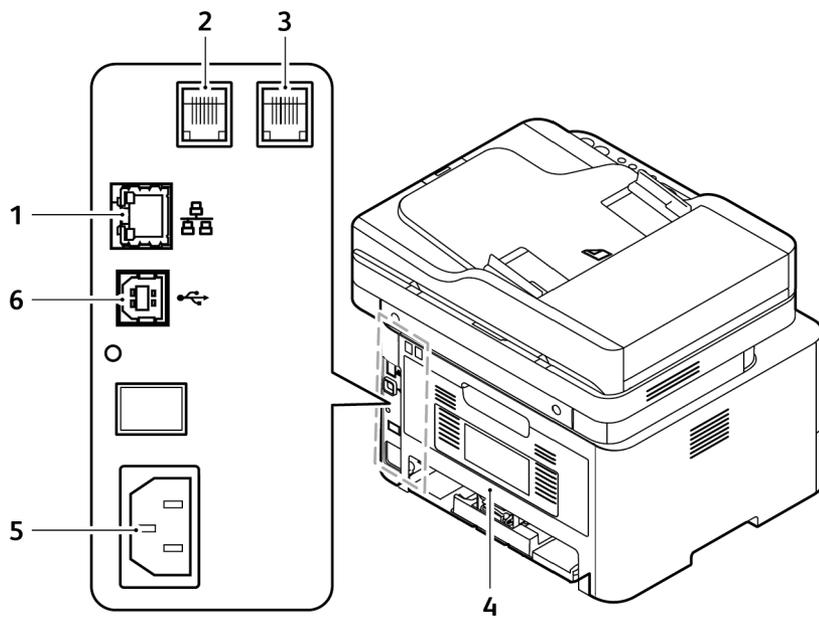
1	Network Port
2	Telephone Line Socket (Line)
3	Extension Telephone Socket (EXT)
4	Rear Cover
5	Power Receptacle
6	USB Port

Product Configurations

Component	WorkCentre 3215NI	WorkCentre 3225DNI	WorkCentre 3225DN
Automatic Document Feeder	Standard	Standard	Standard
Paper Tray (250 sheets)	Standard	Standard	Standard
Manual Feeder Slot (1 sheet)	Standard	Standard	Standard
Output Tray (120 sheets)	Standard	Standard	Standard
AirPrint	Standard	Standard	Not Applicable
Google Cloud Print	Standard	Standard	Not Applicable
Network Printing	Standard	Standard	Standard
Copy	Standard	Standard	Standard
Scan	Standard	Standard	Standard
Fax	Standard	Standard	Standard
E-mail	Standard	Standard	Standard
USB Device	Standard	Standard	Standard
USB Host	Not Applicable	Not Applicable	Not Applicable
Wi-Fi	Standard	Standard	Not Applicable
Wi-Fi Direct™	Standard	Standard	Not Applicable

Control Panel Overview

The control panel consists of a display, a keypad, and buttons you press to control the functions available on the printer. The control panel:

- Displays the current operating status of the printer.
- Provides access to copy, print, scan, e-mail, and fax features.
- Provides access to information pages.
- Prompts you to load paper, replace supplies, and clear jams.
- Displays errors and warnings.

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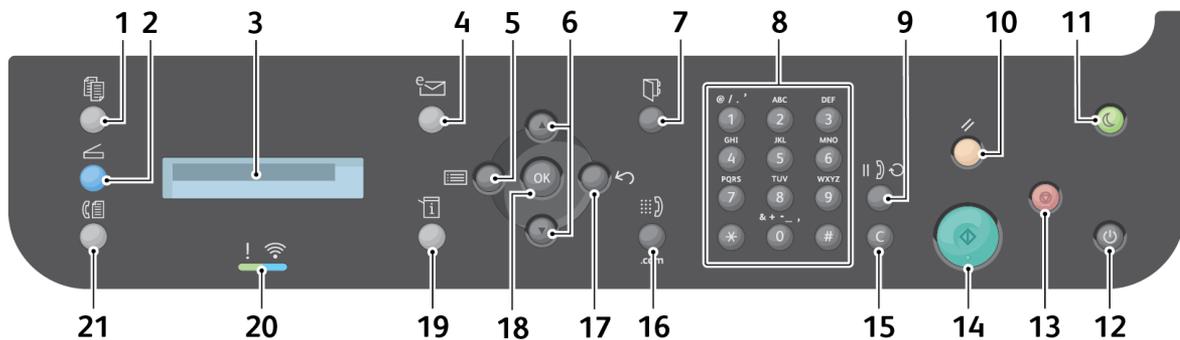
Number	Button	Description
1		**Copy**: Activates Copy mode.
2		**Scan**: Activates Scan mode.
3		**Display Screen**: Displays all the available programming features, plus general machine information.
4		**E-mail**: Activates E-mail mode.
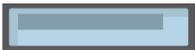
Number	Button	Description
5-6 17-18		**Menu**: Enters Menu mode and enables you to access options and settings. **Arrows**: The up and down arrows are used to scroll through the options available in the selected menu, and to increase or decrease values. **Back**: Sends the user back to the higher menu level. **OK**: Confirms the selection on the screen.
7		**Address Book**: Used to search for stored fax numbers or e-mail addresses.
8 9 15		**Keypad**: Used to enter alphanumeric characters. **Pause / Redial**: In standby mode redials the last number. In edit mode inserts a pause into a fax number. **Clear**: Clears the last character entered.
10		**Clear All**: Clears the last selections made.
11		**Power Save**: Sends the machine into Power Save mode or Power Down. Press the button again to restart a powered off machine.
12		**Power**: Powers the machine on or off.
13		**Stop**: Pressing the Stop button stops the job in progress. Pressing Stop also exits the Menu Mode. If you have logged in to use the machine, pressing Stop displays the Log Out option.
14		**Start**: Activates a job.
16		**Manual Dial**: In Fax mode, opens the fax line. In E-mail mode provides access to commonly used e-mail address text, for example, .com or .org. The text available can be customized using CentreWare Internet Services.
19		**Machine Status**: Accesses machine information, status information, the machine serial number, and various reports to print.

Number	Button	Description
20		**Status / Wireless LED**: The color of the LEDs indicate the machine's current status.
21		**Fax**: Activates Fax mode.

Powering On the Machine

The power button is located on the control panel. The power cable socket is located at the rear of the printer.

1. Connect the AC Power Cord to the machine and a power outlet. The power cord must be plugged into a grounded power socket.
2. The WorkCentre 3215NI and 3225DNI will connect to a wireless network, if available, when powered on. Wi-Fi must be configured first. Refer to the *Installation and Setup* chapter for instructions.

   Note: The machine will not connect to the wireless network while the network cable is attached.
3. Connect the network cable, if required.
4. To allow faxing, connect the telephone line to the LINE Connector.
5. Press the **Power** button on the control panel.
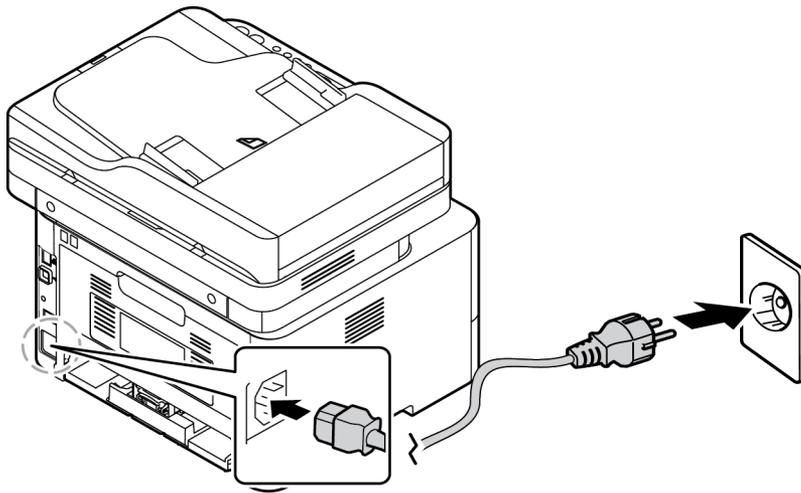
Power Save

This machine contains advanced energy conservation technology that reduces power consumption when it is not in active use. When the printer does not receive data for an extended period of time, the Power Save mode becomes active and power consumption is automatically lowered.

To enter Power Save mode:

1. Press the **Power Save** button.
2. Use the **Up/Down** arrow buttons to select **Power Save** and then **OK**.

Powering Off the Machine

There are two ways to power the machine off:

- Press the **Power** button.
- Press the **Power Save** button, and use the **Up/Down** arrows to select **Power Down** and then **OK**.

Using the Keypad

As you perform various tasks, you may need to enter names and numbers. For example, when you set up your machine, you enter your name or your company's name, and the fax number. When you store fax numbers or e-mail addresses in memory, you may also enter the corresponding names.

1. When you are prompted to enter a letter, locate the button labeled with the character you want. Press the button until the correct letter appears on the display.

    - For example, to enter the letter O, press 6, labeled with MNO.
    - Each time you press 6, the display shows a different letter, M, N, O, m, n, o and finally 6.

2. You can enter special characters, such as @ / . & + -. Refer to Keypad Characters.

3. To enter additional letters, repeat step 1. If the next letter is printed on the same button wait 2 seconds between presses, or move the cursor by pressing the down arrow and then press the button again. The cursor will move to the right and the next letter will appear on the display.

    If you make a mistake while entering a number or name, press the up arrow to delete the last digit or character. Then enter the correct number or character.

4. When you have finished entering all characters, press **OK**.

Keypad Characters

Key	Assigned Numbers, Letters, or Characters
1	@ / . ' 1
2	A B C a b c 2
3	D E F d e f 3
4	G H I g h i 4
5	J K L j k l 5
6	M N O m n o 6
7	P Q R S p q r s 7
8	T U V t u v 8
9	W X Y Z w x y z 9
0	& + - , 0 _
*	*
#	#

Menu Overview

The control panel provides access to various menus. These menus can be accessed by pressing the appropriate service button, e.g. Copy, Scan, Fax, or E-mail, and the Menu button. The menu options available are as follows:

Copy Menu	Scan Menu	Fax Menu	E-mail Menu	Machine Status Menu
• Original Size • Reduce/Enlarge • 2 Sided • Lighten/Darken • Original Type • Collation • Layout • Adjust Background Suppression	Scan To: • PC • WSD	• Lighten/Darken • Resolution • Original Size • Multi Send • Delay Send • Priority Send • Send Forward • Receive Forward • Secure Receive • Add Page • Cancel Job	• Original Size • Original Type • Resolution • Output Color • File Format • Lighten/Darken • E-mail Confirmation	• Information Pages • Feature Default • Print Setup • Fax Setup • System Setup • Network

Note: Some menu options may be unavailable depending on your machine configuration and whether the machine is in the Ready state. Also, for some services such as fax, additional selections or setups may be required before the Menu options can be accessed.

Machine Status Menu

The Machine Status button provides information about the machine and access to the machine setups. After your machine is installed, it is recommended that you change the settings for various feature options within the print environment to meet your preferences and needs. A password may be required to access and change these settings.

The following table shows the available options for each menu item.

Information Pages	Feature Defaults	Print Setup	Fax Setup	System Setup
• Configuration • Demo Page • Network Configuration • Supplies Information • Usage Counters • Fax Received • Fax Sent • Scheduled Jobs • Fax Confirmation • Junk Fax • PCL Font • PS Font • EPSON Font	• Copy Defaults • E-mail Defaults • Fax Defaults	• Orientation • 2-Sided • Copies • Resolution • Clear Text • Line Termination • Skip Blank Pages • Emulation	• Enable/Disable • Sending • Receiving • Manual TX/RX	• Machine Setup • Paper Setup • Sound/Volume • Maintenance

Note: Some menu options may be unavailable depending on your machine configuration and whether the machine is in the Ready state.

Network Menu

You may set up the network using the machine's display screen. Before doing that, you must have the relevant information concerning the type of network protocols and computer system you use. A password may be required to access and change the Network Setups. See the Installation and Setup chapter of this guide for information on setting up the network.

Access the Network menu with the **Machine Status** button. The following options are available on the Network menu:

- TCP/IP (IPv4)
- TCP/IP (IPv6)
- Ethernet
- 802.1x
- Wi-Fi
- Protocol Manager
- Network Configuration
- Clear Settings

Alternatively, you may set up the network using CentreWare Internet Services at **Properties > Network Settings**.

Software

After you have set up your machine and connected it to your computer, you must install the printer and scanner software. The software required for Windows or Macintosh is supplied on the CD delivered with your machine, additional software can be downloaded from www.xerox.com. The following software is available:

CD	Operating System	Contents
Printer Software	Windows	• **Printer Driver**: Use the printer driver to take full advantage of your printer's features. PCL6, Postscript and XPS drivers are provided. • **MFP PC Fax**: Use to fax directly from your PC. • **Scanner Driver**: TWAIN and Windows Image Acquisition (WIA) drivers are available for scanning documents on your machine. • **Xerox Easy Document Creator**: Used to adjust scan settings and start the scanning process directly from your computer. The preview window allows you to view the scan and make adjustments as necessary and preferred settings can be preserved as favorites and added to a pre-defined list. • **Xerox Easy Print Manager (EPM)**: Conveniently combines access to device settings, printing/scanning environments, settings/actions, Scan to PC, Fax to PC, and launching applications such as Xerox Scan Assistant and CentreWare Internet Services in one location. Note: Login is required to change Printer Settings. • **Wireless Setting Program**: When installing the printer you can use the Wireless Setting program that was automatically installed with the printer driver to configure the wireless settings. • **SetIP program**: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol.
Printer Software	Linux	• **Printer Driver**: Use this driver to take full advantage of your printer's features. • **Scanner Driver**: A SANE driver is available for scanning documents on your machine. Note: Linux software is available on www.xerox.com only.

CD	Operating System	Contents
Printer Software	Unix	• **Printer Driver**: Use this driver to take full advantage of your printer's features. Note: Unix software is available at www.xerox.com only.
Printer Software	Macintosh	• **Printer Driver**: Use this driver to take full advantage of your printer's features. • **Scanner Driver**: A TWAIN driver is available for scanning documents on your machine. • **SetIP Program**: A utility program allowing you to select a network interface and manually configure the addresses for use with the TCP/IP protocol. • **Scan and Fax Manager**: This utility allows you to configure MFP PC Fax and Scan settings.

Information Pages

This option allows the user to print the following reports:

Report	Description
Menu Map	Prints the menu map, which shows the layout and current settings of the machine.
Configuration	This report provides information about your machine setup, including the serial number, IP Address, installed options and the software version.
Demo Page	The demo page is printed to check the quality of the print.
Supplies Information	Prints the supplies information page.
Fax Sent	This report shows information on the faxes you have recently sent. Note: The machine prints this report every 50 communications.
Fax Received	This report shows information on the faxes you have recently received.
Fax Confirmation	This is the report for an individual fax transmission.
Scheduled Jobs	This list shows the documents currently stored for delayed faxing along with the start time and type of each operation.
Junk Fax	This list shows the fax numbers specified as junk fax numbers. To add or delete numbers, access the Junk Fax Setup menu.
Network Configuration	This list shows information about your machine's network connection and configuration.
PCL Font	Prints the PCL font list.
PS Font	Prints the PS font list.
EPSON Font	Prints the EPSON font list.
Usage Counter	This list shows the number of impressions made on the machine. The list includes: • Total Impressions • Black Impressions • Maintenance Impressions • Sheets • 2 Sided Sheets

Printing reports

Various reports can be printed to provide information about your machine.

1. Select the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrows to scroll to the **Information Pages** menu and select **OK**.
3. Press the **Up/Down** arrows until the report you require displays and select **OK**.
4. Select **OK** to print the report.

Feature Defaults

Your machine provides default settings for Copy, E-mail, and Fax so that you can quickly and easily make selections for your job. The default selections can be changed by selecting the Machine Status button on the control panel and the down arrows to select Feature Defaults. A password may be required to access and change the System Setup settings.

Note: Some options may be unavailable depending on your machine configuration.

Copy Defaults

The default selections for the Copy options can be set to those most frequently used. When you copy a document, the default settings are used unless they have been changed for the current job. Once the current job is complete the settings return to the default settings. A password may be required to access and change the default settings.

Copy defaults you can set include:
- Original Size
- Reduce/Enlarge
- 2 Sided
- Lighten/Darken
- Original Type
- Collation
- Layout
- Adjust Background Suppression

E-mail Defaults

The default selections for the e-mail options can be set to those most frequently used. When you e-mail a document, the default settings are used unless they have been changed for the current job. Once the current job is complete the settings return to the default settings. A password may be required to access and change the default settings.

E-mail defaults you can set include:
- Original Size
- Original Type
- Resolution
- Output Color
- File Format
- Lighten/Darken
- E-mail Confirmation

Fax Defaults

Your machine provides you with various user-selectable options for setting up the fax system. You can change the default settings for your preferences and needs. Receiving and Sending settings can be customized. A password may be required to access and change the Fax Setup settings.

Fax defaults you can set include:
- Lighten/Darken
- Resolution
- Original Size
- Multi Send
- Delay Send
- Priority Send
- Send Forward
- Receive Forward
- Secure Receive
- Add Page
- Cancel Job

Configuration Report

The Configuration Report lists printer information such as default settings, installed options, network settings including IP address, and font settings. Use the information on the configuration page to help you configure network settings for your printer, and to view page counts and system settings.

Printing a Configuration Report

1. At the printer control panel, press the **Machine Status** button.
2. Press the **Up/Down** arrows to display **Information Pages**, then press **OK**.
3. Press the **Up/Down** arrows to display **Configuration Page**, then press **OK**.
4. Press **OK**.

    Note: IPv4 and IPv6 address information is located in the Network Setup section of the Configuration Report under TCP/IP.

Xerox® CentreWare® Internet Services

Xerox® CentreWare® Internet Services is the administration and configuration software installed on the embedded Web server in the printer. It allows you to configure and administer the printer from a Web browser.

Xerox® CentreWare® Internet Services requires:
- A TCP/IP connection between the printer and the network in Windows, Macintosh, Unix, or Linux environments.
- TCP/IP and HTTP enabled in the printer.
- A network-connected computer with a Web browser that supports JavaScript.

Feature Defaults

Accessing Xerox® CentreWare® Internet Services

At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.

Accessing the Printer

The system administrator can set access rights on the printer to ensure that unauthorized users cannot access the printer. If the system administrator configures authentication and authorization, users require a login and password to access some or all of the features of the printer. The administrator can also configure accounting to require an accounting code to access tracked features.

Logging In

Logging in is the process by which you identify yourself to the printer for authentication. If authentication is set, to access printer features, you log in with your user credentials.

Logging In to Xerox® CentreWare® Internet Services

When Administrator Mode is enabled, the Jobs, Address Book, Properties, and Support tabs are locked until you enter the administrator user name and password.

To log in to Xerox® CentreWare® Internet Services as the administrator:
1. At your computer, open a Web browser, and in the address field, type the IP address of the printer, then press **Enter** or **Return**.
2. Click **Login** at the top of the window.
3. Type the administrator user name.
4. Type the password, then type the password again to verify.
5. Click **Status**, **Print**, **Address Book**, **Properties**, or **Support**.

Logging In at the Control Panel
1. At the printer control panel, press the **Machine Status** button.
2. Use the **Up/Down** arrow buttons to navigate to the **Machine Status** option you want and press **OK**.
3. Enter your administrator password using the keypad.
4. Press **OK**.

More Information

You can obtain more information about your printer from these sources:

Resource	Location
Other printer documentation	www.xerox.com/office/WC3215docs www.xerox.com/office/WC3225docs
Technical support information for your printer, including online technical support and driver downloads	www.xerox.com/office/WC3215support www.xerox.com/office/WC3225support
Demo page	The demo page is printed to check the quality of the print.
Information pages	Print from the control panel, or from Xerox® CentreWare® Internet Services, select **Status > Print Information.**
Xerox® CentreWare® Internet Services documentation	In Xerox® CentreWare® Internet Services, click **Help**.
Order supplies for your printer	www.xerox.com/office/WC3215supplies www.xerox.com/office/WC3225supplies
Tools and information, including interactive tutorials, printing templates, helpful tips, and customized features to meet your individual needs	www.xerox.com/office/businessresourcecenter
Local sales and support center	www.xerox.com/office/worldcontacts
Printer registration	www.xerox.com/office/register
Xerox® Direct online store	www.direct.xerox.com/
Management Information Base (MIB)	A MIB is a database of objects that can be accessed by a network management system. Xerox public MIBs are located at: http://origin-download.support.xerox.com/pub/drivers/MIBs/ Customers can download the MIBs and use their SNMP tool to obtain the required information. Note: All information presented on the local UI display is also presented in the MIB and CentreWare Internet Services. This includes e-mail addresses, phone numbers, and passwords as they are being entered. If this presents a security concern, Xerox recommends enabling the SNMPv3 and the IP Filtering security feature in order to control remote access to the device.

Further Assistance

For any additional help visit our customer Web site at www.xerox.com or contact the Xerox Support Center quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, check the Troubleshooting chapter of this guide for information. If the difficulty persists, contact the Xerox Support Center. The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any) plus the name and location of your company.

The Machine Serial Number can be found on the Configuration Report under 'Device Profile'. The serial number is also located on the data plate on the rear cover of the device.

Documentation

Most answers to your questions will be provided by this User Guide. Alternatively you can access www.xerox.com/support for additional support and for the following documents:
*   Install Guide - contains information about installing the machine.
*   Quick Use Guide - provides basic information on how to use the machine.

Further Assistance

Installation and Setup

<div style="text-align: right; font-size: 3em;">2</div>

This chapter includes:

Overview

This chapter identifies the key settings that you can customize to meet your requirements. Changing these settings is easy and will save you time when using the machine.

Note: Some options may be unavailable depending on your machine configuration.

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Installation Wizard

1. On initial power on the Installation Wizard runs, the **Language** menu displays.
2. Press the up/down arrows to select the required language and press **OK**.
3. The **Format Date** menu displays. Press the up/down arrows to select one of the following and press **OK**:
   - MM/DD/YYYY
   - DD/MM/YYYY
   - YYYY/MM/DD
4. The **Set Date** menu displays.
   a. Press the buttons on the keypad to enter the date or press the up/down arrows to increase or decrease the value shown on the screen.
   b. Press the up/down arrows to move from one section of the date to another.
   c. When you have entered the date press **OK**.
5. The **Format Time** menu displays. Press the up/down arrows to select one of the following and press **OK**:
   - **12 Hour**
   - **24 Hour**
6. The **Set Time** menu displays. Press the buttons on the control panel to enter the time and press **OK**.
7. The **Metric Defaults** menu displays. Press the up/down arrows to select one of the following and press **OK**:
   - **Inches**
   - **mm**
8. The **Default Paper Size** menu displays. Press the up/down arrows to select one of the following and press **OK**:
   - **Letter**
   - **A4**
9. The **Allow Upgrade** menu displays. Select **Yes** or **No** and press **OK**.
10. The **Admin Passcode** menu displays. Select **Yes** or **No** and press **OK**. If you select Yes, enter a value on the **SetAdminPasscode** menu and **CfmAdminPasscode** menu.
11. The **Customer Support** menu displays.
    a. Press the up/down arrows to select **Enter Cust. Support #**.
    b. The **Enter Cust. Support #** screen displays. Enter the telephone number of your customer support center.
    c. Press **OK**.
    d. The **Enter Supplies Order #** screen displays.
    e. Enter the telephone number to order supplies.
    f. Press **OK**. The **Fax Setup** menu displays.
    g. Press the up/down arrows to select one of the following and press **OK**:
    - **Continue Setup**

- **Skip Setup** - go to step 15

12. The **Fax Phone Num** menu displays. Enter the fax number of the machine and press **OK**.

13. The **Fax ID** menu displays. Enter the fax id of the machine and press **OK**.

14. The **Country** menu displays. Press the up/down arrows to select the required country and press **OK**.

15. The **Complete Set Up** menu displays. Press the up/down arrows to select **Yes** or **No** and press **OK**.

16. The machine reboots and the **Initializing** screen displays.

Administrator Access

Certain features accessed at the machine may require Administrator access to change the settings.

Access to the **Feature Defaults**, **System Setup** and **Network Settings** areas are usually password protected.

1. Press the **Machine Status** button on the control panel.

2. Press the up/down arrows to select the required option.

3. Press **OK**.

4. If required, enter the Administrator Password using the alphanumerical keypad. The default is **1111**.

5. Press **OK**. Once the password is verified, the selected option menu displays.

Wireless Connectivity (WorkCentre 3215NI and 3225DNI)

The WorkCentre 3215NI and WorkCentre 3225 DNI are compatible with 802.11 (Wi-Fi®) wireless networks. The location where the machine is installed must be covered by an 802.11 wireless network. This is typically provided by a nearby wireless access point or router, which is physically connected to the wired Ethernet that serves the building.

The machine supports connectivity via a wireless only connection if required. The machine will automatically configure wireless networking when powered on.

Note The machine will not connect to the wireless network while the network cable is attached.

There are several ways to configure Wireless Connectivity:

- At the machine. For instructions refer to Configure Wireless Connectivity at the Machine.
- Using **CentreWare Internet Services**. For instructions refer to Configure Wireless Connectivity Using CentreWare Internet Services.
- With the **Wireless Setting Program**. For instructions refer to Wireless Setting Program.

Note: Performing the driver installation at this time may aid wireless setup. Refer to Printer Drivers.

Configure Wireless Connectivity at the Machine

1. Press the **Machine Status** button.

2. Press the up/down arrows to select **Network** and press **OK**.

3. Enter the Administrator Password using the alphanumerical keypad. The default is **1111**.

4. Press the up/down arrows to select **Wi-Fi** and press **OK**. This allows you to select the Wi-Fi setup. The options are:

    - **Wi-Fi On/Off** - allows you to turn **Wi-Fi On** or **Off.**
    - **Wi-Fi Settings** - allows you to use a Wizard to find the wireless network name automatically, or use the Custom feature to enter the SSID (Service Set Identifier) information manually.
    - **WPS** - allows you to select the Wi-Fi Protected Setup - the options are **PBC** or **PIN.**
    - **Wi-Fi Direct** - allows you to enable your wireless devices, such as notebooks, mobile phones and PCs to establish wireless connectivity without the need for a wireless router, access point, or Wi-Fi hot spots.
    - **Wi-Fi Signal** - allows you view the strength of the wireless connection.
    - **Wi-Fi Default** - allows you to restore the default wireless settings.

5. At the **Wi-Fi On/Off** menu, confirm that **On** is selected and press **OK**.

6. Press the up/down arrows to select **Wi-Fi Settings** and press **OK**. The options are **Wizard** and **Custom**:

    a. Select **Wizard -** to have the machine find the WPS Settings automatically. If you select this, the **Searching Wi-Fi Network** screen displays and the machine searches the wireless network.

    - Select your wireless network and select **OK**.
    - Enter the wireless security information if requested and select **OK**.
    - Select **Yes** to apply the changes.

    b. Select **Custom** - to edit the SSID information manually. If you select this option, the SSID screen displays.

    - Enter the **SSID** using the keypad and select **OK**.
    - Select the **Operation Mode** and select **OK**.
    - Select the **Encryption** and select **OK**.
    - Select the **WPA Key** and select **OK**.
    - Select **Yes** to apply the changes.

7. At the **WPS** menu, select **PBC** or **PIN**.

8. At the **Wi-Fi Direct** menu, select **On** or **Off**, **Device Name**, **IP Address**, **Group Owner**, **Network Key**, and **Status**.

9. At the **Wi-Fi Signal** menu, check to see if there is a Wi-Fi signal.

10. At the **Wi-Fi Default** menu, select **Restore** if you want to restore defaults.

Configure Ethernet Settings

The Ethernet interface will automatically detect the speed of your network. The machine supports hub/switch speeds of:

- Automatic
- 10 Mbps Full-Duplex
- 100 Mbps Full-Duplex
- 10 Mbps Half-Duplex
- 100 Mbps Half-Duplex

Set the Ethernet speed on the machine to match the speed set on your hub or switch.

Setting the Ethernet Speed at the Machine

1. Press the **Machine Status** button.
2. Press the up/down arrows to select **Network** and press **OK**.
3. Enter the Administrator Password using the alphanumerical keypad. The default is **1111**.
4. Press the up/down arrows to select **Ethernet** and press **OK**.
5. Press the up/down arrows to select **Ethernet Speed** and press **OK**.
6. Press the up/down arrows to select one of the following speeds:
   - Automatic
   - 10 Mbps Half
   - 10 Mbps Full
   - 100 Mbps Half
   - 100 Mbps Full
7. Press **OK**. The **Saved** screen displays.

To set the Ethernet Speed using CentreWare Internet Services, refer to Setting the Ethernet Speed Using CentreWare Internet Services.

Configuration Report

The Configuration Report details the machine software versions and network settings configured for the machine.

Print a Configuration Report at the Machine

1. Press the **Machine Status** button.
2. Press the up/down arrows to select **Information Pages** and press **OK**.
3. Press the up/down arrows to select **Configuration Page** and press **OK**.
4. Press the up/down arrows to select **Yes** and press **OK**. The **Printing** screen displays and the configuration report prints.

CentreWare® Internet Services

CentreWare Internet Services (Internet Services) is the embedded HTTP server application that resides in the machine. CentreWare Internet Services allows an administrator to change network and system settings on the machine from the convenience of their workstation.

Many features available on your machine will need to be set via the machine and CentreWare Internet Services.

System Configuration

To use CentreWare Internet Services, you need to enable both TCP/IP and HTTP on the machine. See Configure Static IPv4 Addressing using the Machine User Interface, or Configure Dynamic IPv4 Addressing using the Machine User Interface.

To enable HTTP at the machine:

> Note HTTP is enabled by default.

1. Press the **Machine Status** button.
2. Use the up/down arrows to select **Network**.
3. Use the up/down arrows to select **Protocol Mgr**.
4. Use the up/down arrows to select **HTTP**.
5. Select **On**.
6. Press **OK**. The **Saved** screen will appear and then the **Reboot Required** screen will appear.

Administrator User Name and Password

Many of the features available within CentreWare Internet Services will require an Administrator user name and password. The default user name is **admin** and the default password is **1111.**

CentreWare Internet Services Administrator Access

To access CentreWare Internet Services Properties and change settings you will need to log in as Administrator.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**. The **Home** page appears.
   There are two ways to access **CentreWare Internet Services** with the administrator login:
   • Select **Login** at the top of the screen or
   • Select the **Properties** icon. You are then prompted for the ID and Password.
3. Enter the **admin** for the **ID** and **1111** for the **Password**.

Change the Administrator Password

It is recommended that you change the default administrator password to a more secure password, so this Xerox machine is not compromised.

To change the Administrator password:

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the **admin** for the **ID** and **1111** for the **Password**, and select **Login.** Select **Properties.**
5. In the **Security** link on the left hand side, select **System Security**.
6. Select the **System Administrator** link.
7. In the **Access Control** area:
   a. Ensure **Web UI Access Control Enable** check box is selected.
   b. In the **Login ID** field, enter a new login name.
   c. Select the **Change password** box to change the password. In the **Password** field, enter a new numeric password.
   d. Enter the password again in the **Confirm Password** field.

⚠ **CAUTION:** Do not forget the password or you could be completely locked out of the system, requiring a service call.

8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.
10. Select the **Advanced** button. The **Advanced Access Control** screen appears.
11. Select **Protect Login IPv4 Address** to enable this feature if required, and enter an **IPv4 Address** in the box.
12. Select the required option for the **Login Failure Policy**, for users who fail to login several times. The options are: **Off**, **3 times** or **5 times**.
13. Select the required option for **Auto Logout**. The options are **5, 10, 15** or **30 minutes**.
14. Select **Security Settings Reset** if required.
15. Select **Save** to save your changes.

Configuring Wireless Connectivity Using CentreWare Internet Services (WorkCentre 3215NI and 3225DNI)

Note The machine will not connect to the wireless network while the network cable is attached.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.

4. If prompted, enter the **admin for the ID** and 1111 for the **Password**, and select **Login**. Select **Properties.**

5. In the **Network Settings** link, select the **Wi-Fi** link. Then select the **Wi-Fi** link below that.

6. The **Connection Status** shows the **Link Status** of the wireless connection.

7. The Wireless Settings area provides options to configure wireless connectivity. The options are **Easy Wireless Settings** and **Advanced Settings**, and are explained below.

Use the Easy Wireless Settings Wizard

1. Select the **Easy Wi-Fi Settings Wizard** button to have the machine find the WPS Settings automatically. The SSID screen appears with a list of available wireless networks.

2. Select the required **Network Name SSID** and select **Next**.

3. If encryption is required:
   a. Enter the **WPA Shared Key**.
   b. Enter the **Confirm Network Key** and select **Next**.

4. The Wireless Setup Confirmation screen displays. Select **Apply**.

Configure Advanced Wireless Settings

1. Select the **Advanced Settings Custom** button. The **Advanced Wireless Setup** screen appears.

2. To enable **Wireless Radio**, select **On** from the Wireless Radio menu.

3. Select the required option for **SSID:**
   - Select **Search List** and select the required network from the drop-down menu. Select the **Refresh** button to update the list of networks available.
   - Select **Insert New SSID** to enter a new wireless network name.

4. In the **Security Setup** area:
   a. Select the required method of **Authentication**.
   b. Select the required method of **Encryption**.

5. Depending on your selections you may be required to enter some or all of the following information for the **Network Key Setup**.
   a. Select the required option for **Using Key**.
   b. The **Hexadecimal** option may be enabled. Select the **Hexadecimal** check box to deselect if required.
   c. Enter the required **Network Key** and **Confirm Network Key**.

6. Depending on your selections you may be required to enter **802.1x Security Setup** information.

7. Select **Apply** to save the changes.

Configuring Wi-Fi Direct™ at the machine

Refer to Configure Wireless Connectivity at the Machine.

Configuring Wi-Fi Direct™ using CentreWare Internet Services

Wi-Fi Direct™ allows you to enable your wireless devices, such as notebooks, mobile phones and PCs to establish wireless connectivity without the need for a wireless router, access point, or Wi-Fi hot spots.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the **admin for the ID** and 1111 for the **Password**, and select **Login**. Select **Properties.**
5. In the **Network Settings** link, select the **Wi-Fi** link. Then select the **Wi-Fi Direct™** link below that.
6. Select **On** for **Wi-Fi Direct™**.
7. Enter the following:
   - **Device Name**
   - **IP Address**
   - **Activate** or **Deactivate** the **Group Owner**
   - **Network Key**
8. Select **Apply** and then **OK**.

Setting the Ethernet Speed Using CentreWare Internet Services

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Network Settings** link select the **General** link.
6. Select one of the following speeds from the **Ethernet Speed** drop-down menu:
   - **Automatic**
   - **10 Mbps (Half Duplex)**
   - **10 Mbps (Full Duplex)**
   - **100 Mbps (Half Duplex)**
   - **100 Mbps (Full Duplex)**
7. Select on **Apply** to save the changes.
   The change to Ethernet Speed rate will take effect after System Reboot screen appears.
8. Select **OK**.
9. When the **Acknowledgement** screen displays, select **OK**.
10. Reboot the machine.

Adjusting the Altitude

Print quality is affected by atmospheric pressure, which is determined by the height of the machine above sea level. The following information will guide you on how to set your machine for the best print quality.

Before you set the altitude value, determine the altitude where you are.

Altitude	Value
0 - 1000 M 0 - 3,280 ft.	Normal
1000 - 2000 M 3,280 - 6,561 ft.	High 1
2000 - 3000 M 6,561 - 9,842 ft.	High 2
3000 - 4000 M 9,842 - 13,123 ft.	High 3
4000 - 5000 M 13,123 - 16,404 ft.	High 4

1. Enter the IP Address of the printer in the browser.
2. Select **Login** and enter the **ID** (admin) and **Password** (1111).
3. Select **Properties** > **System** > **Setup**.
4. Select an **Altitude Adjustment** value, based on your altitude in the table above.
5. Select **Apply**.

Setting the Toner Low Alert

If the amount of toner in the cartridge is low, a 'Low toner warning' message displays on the Display Screen.

1. Enter the IP Address of the printer in the browser.
2. Select **Login** and enter the **ID** (admin) and **Password** (1111).
3. Select **Properties** > **System** > **Setup**.
4. Set the **Toner Low Alert** to **On**.
5. Enter a percentage for the **Toner Low Alert Level** from 1 - 50 %.
6. Select **Apply**.

Setting E-mail Notifications for Low Toner

1. Enter the IP Address of the printer in the browser.
2. Select **Login** and enter the **ID** (admin) and **Password** (1111).
3. Select **Machine Settings** > **E-mail Notification**.
4. Select **Enable** for **E-mail Notification**.
5. Select **Add**.
6. Enter a recipient **Name** and **E-mail Address(es)**.
7. Select **Setting** for Consumables.
8. Under Consumable Shortage Warning, select a **Toner Level** percentage.
9. Select **Enable** for **Toner Empty**, if required.
10. Select a **Drum Level** percentage for notifications.
11. Select **Apply**.

Network Installation: TCP/IP

This section covers the following topics:

- TCP/IP

These instructions show you how to configure the following via CentreWare Internet Services:

- TCP/IP v4 and v6
- Domain Name
- DNS
- Zero Configuration Networking

The machine supports TCP/IP versions 4 and 6. IPv6 can be used instead of or in addition to IPv4.

IPv4 and IPv6 settings can be configured directly at the machine user interface, or remotely, via a web browser using CentreWare Internet Services. To configure TCP/IP settings using CentreWare Internet Services, refer to Configure TCP/IP Settings using CentreWare Internet Services.

Configure Static IPv4 Addressing at the Machine

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Enter a Static IP Address:

1. Press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **Network** and press **OK**.
3. Enter the Administrator Password using the alphanumerical keypad. The default is **1111.**
4. Press the **OK** button; the **Network Settings** menu displays.
5. Press the up/down arrows to select **TCP/IP(IPv4)**; press **OK**.
6. Press the up/down arrows to select **Static**; press **OK**.
7. Press the up/down arrows to select **IPv4 Address**; press **OK**.
8. Enter the **IP Address** using the alphanumerical keypad; press **OK**.
9. Enter details for **Subnet Mask** using the alphanumerical keypad; press **OK**.
10. Enter details for **Gateway** using the alphanumerical keypad; press **OK**.

11. The **Saved** screen will display and return to the **Network** menu.

DNS Configuration:

12. From the **Network** menu, press the up/down arrows to select **TCP/IP(IPv4)**; press **OK**.

13. Press the up/down arrows to select **Static**; press **OK**.

14. Press the up/down arrows to select **Primary DNS**; press **OK**.

15. Enter details for **Primary DNS** using the alphanumerical keypad; press **OK**. The **Saved** screen will display and return to the **Static** menu.

16. Press the up/down arrows to select **Secondary DNS**; press **OK**.

17. Enter details for **Secondary DNS** using the alphanumerical keypad; press **OK**. The **Saved** screen will display and return to the **Network** menu.

Configure Dynamic IPv4 Addressing at the Machine

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- DHCP or BOOTP Server should be available on the network.
- Ensure that the machine is connected to the network.

Procedure

Installation via DHCP (Dynamic Host Configuration Protocol)

DHCP is enabled on the machine by default. If the machine is connected to the network, the TCP/IP information will be configured when the machine is powered on and no further configuration is required.

- **Print a Configuration Report** to verify that the information was assigned correctly.

Installation via BOOTP or DHCP

Ensure your machine is connected to the network with Ethernet cabling.

1. Press the **Machine Status** button on the control panel.
2. Press the up/down arrows to select **Network Settings**; press **OK**.
3. Enter the Administrator Password using the alphanumerical keypad. The default is **1111.**
4. Press the **OK** button, the **Network Settings** menu displays.
5. Press the up/down arrows to select **TCP/IP(IPv4)**; press **OK**.
6. Press the up/down arrows to select **DHCP**; press **OK**.
7. The **Saved** screen will display and return to the **Network Settings** menu.

Configure TCP/IP Settings Using CentreWare Internet Services

IPv4

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Network Settings** link select **TCP/IPv4** from the directory tree. The **TCP/IPv4** page displays.
6. In the **Assign IPv4 Address** menu, select **Automatically** or **Manually**.
7. If **Manually** is selected, in the **TCP/IP Settings** area enter details of the machine in the following fields:
   a. **IPv4 Address**
   b. **Subnet Mask**
   c. **Gateway Address**

   If **Automatically** is selected, select **BOOTP** or **DHCP**.

   Notes:
   - If **BOOTP** or **DHCP** mode is selected, you cannot change the **IP Address**, **Network Mask**, or **Router/Gateway Address**. Select **Auto IP** if required.
   - New settings will not be applied until the machine is rebooted. Changing the machine's **TCP/IP** setting may cause you to lose your connection to the machine.

8. In the **Domain Name** area:
   a. Enter a domain name in the **Domain Name** field.
   b. Enter an IP address in the **Primary DNS Server** and **Secondary DNS Server** fields.
   c. Select the **Enable** box to enable **Dynamic DNS Registration** if required.

   Note: If your DNS Server does not support dynamic updates there is no need to select **Enabled**.

9. In the **WINS** area select the box to enable **WINS** and enter details in the following fields:
   a. **Primary WINS Server**
   b. **Secondary WINS Server**
10. Select **Apply** to save the changes.
11. Select **OK** when the acknowledgement message displays.

IPv6

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**

5. In the **Network Settings** link, select **TCP/IPv6** from the directory tree.

6. Select the **Enable** check box to enable IPv6 protocol and select **OK**.

7. To set a manual address, select **Enable Manual Address** and enter the address and prefix in the **Address/Prefix** area. Information in the **Assigned IPv6 Addresses** box is automatically populated.

8. The machine performs auto-address DHCPv6 configuration every time it powers up. This is used for neighbor discovery and address resolution on the local IPv6 subnet. However, you can choose to use manual configuration, automatic configuration, or a combination of automatic and manual configuration.

   In the **Dynamic Host Configuration Protocol Version 6 (DHCPv6)** area, select one of the following options:

   • **Use DHCP as directed by a router** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.

   • **Always Enable DHCP** - this option is fully automatic. The DHCPv6 Address will be obtained and displayed on the screen.

   • **Never use DHCP** - when this option is selected, you must configure the Manual Address Options and DNS separately.

9. In the **Domain Name System Version 6 (DNSv6)** area:

   a. Enter valid details in the **IPv6 Domain Name** field.

   b. Enter an IP addresses for the **Primary DNSv6 Server Address** and **Secondary DNSv6 Server Address**.

   c. Check the **Dynamic DNSv6 Registration** check box to enable this option.

   Note: If your DNS Server does not support dynamic updates there is no need to enable DDNS.

10. Select **Apply** to save the changes.

11. Select **OK** when the acknowledgement message displays.

    Note: Enabling or disabling the TCP/IPv6 protocol will take effect after the system is rebooted. Enabling or disabling TCP/IPv6 will impact other protocols, for example, LPR/LPD, SNMP, Raw TCP/IP Printing, and DHCPv6 over TCP/IPv6.

Test Access

1. At your workstation, open the Web browser and enter the TCP/IP Address of the machine in the Address bar. Press **Enter**.

   If you use the domain name to specify the machine, use the following format.

   http://myhost.example.com

   If you use the IP address to specify the machine, use one of the following formats depending on your machine configuration. An IPv6 address needs to be enclosed in square brackets.

   IPv4: http://xxx.xxx.xxx.xxx

   IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]

   Note: If you have changed the port number from the default port number 80, append the number to the Internet address as follows. In the following examples, the port number is 8080.

   Domain name: http://myhost.example.com:8080

   IPv4: http://xxx.xxx.xxx.xxx:8080

IPv6: http://[xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx:xxxx]:8080

2. Verify that the home page of CentreWare Internet Services is displayed.

The CentreWare Internet Services installation process is now completed.

Note: When your access to CentreWare Internet Services is encrypted, enter **https://** followed by the Internet address, instead of **http://**.

Network Installation: Unix

HP-UX Client (Version 10.x)

HP-UX workstations require specific installation steps to communicate with the machine. The machine is a BSD-style Unix printer, whereas HP-UX is a System V-style Unix.

IMPORTANT: All Unix commands are case sensitive, so enter the commands exactly as they are written.

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:
- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

1. Follow the steps in Configure Static IPv4 Addressing at the Machine, then return to this page.

Configure the Client
2. Add the machine **Host Name** to the etc/hosts file on the HP-UX workstation.
3. Ensure that you can ping the machine from the HP-UX workstation.
4. Use either the GUI method or the tty methods as detailed below.

GUI Method
1. Open a Command window from the desktop.
2. Enter **su** to access Super User mode.
3. Enter **sam** to start the System Administrator Manager (SAM).
4. Select the Printers and Plotters icon.
5. Select **lp spooler**.
6. Select **Printers and Plotters**.
7. Select **Actions: Add Remote Printer/Plotter**.
8. Enter the following information into the Add Remote Printer/Plotter form:
   a. Printer Name: **printer name**.
      Where printer name is the name of the queue being created.
   b. Remote System Name: **hostname**.
      Where hostname is the machine hostname from the /etc/hosts file.
   c. Select **Remote Printer is on a BSD System**.

     d.   Select **OK** to complete the form.

9. Select **Yes** at the Configure HP UX Printers Subpanel screen. This screen may be obscured by the Add Remote Printer/Plotter form.

10. Select **File: Exit**.

11. Select **File: Exit Sam**.

12. Enter **Exit** to exit Super User mode.

13. Test the queue created, by entering the command:

    lp -d queuename /etc/hosts

14. Verify that the job prints at the machine.

tty Method

1. Enter **su** to access Super User mode.

2. Enter **sh** to run the Bourne shell.

3. Enter **lpshut** to stop the print service.

4. Create the print queue by typing (on the same command line):

    lpadmin -pqueuename> -v/dev/null -mrmodel -ocmrcmodel -osmrsmodel -ob3 -orc -ormhostname -orplp

    Where queuename is the name of the queue being created and hostname is the machine hostname.

5. Enter **lpsched** to start the print service.

6. Enter **enable queuename** to enable the queue to print to the machine.

7. Enter **accept queuename** to the queue accepting jobs from the HP-UX workstation.

8. Enter **Exit** to exit the Bourne shell.

9. Enter **Exit** to exit Super User mode.

10. Test the queue created, by entering the command:

    lp -d queuename /etc/hosts

11. Verify that the job prints at the machine.

Solaris 9 and later

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:

- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Follow the steps in Configure Static IPv4 Addressing at the Machine, then return to this page.

Configure the Client

1. Add the machine printer **Host Name** to the etc/hosts file.
2. Ensure that you can ping the machine.
3. Use either the GUI method or the tty method as detailed below.

GUI Method

1. Open a Command window from the desktop.
2. Enter **su** to access Super User mode.
3. Enter **admintool** to run the System Administrator Tool.
4. Select **Browse: Printers**.
5. Select **Edit: Add: Access to Printer**.
6. Enter the following information into the Access to Remote Printer form:
    a. Printer Name: **queuename**
       Where queuename is the name of the queue being created.
    b. Print Server: **hostname**
       Where hostname is the machine hostname from the /etc/hosts file.
    c. Select **OK** to complete the form.
7. Enter **sh** to run the Bourne shell.
8. Enter the command: **lpadmin -p queuename -s hostname !lp to modify the remote queuename**
9. Enter **Exit** to exit the Bourne shell.
10. Enter **Exit** to exit Super User mode.
11. Test the queue created, by entering the command:

    lp -d queuename /etc/hosts
12. Verify that the job prints at the machine.

tty Method

1. Enter **su** to access Super User mode.
2. Enter **sh** to run the Bourne shell.
3. Define the machine as a BSD style printer, by entering the command:
   lpsystem -t bsd hostname
   Where hostname is the machine hostname from the /etc/hosts file.
4. Create the queue, by entering the command:
   lpadmin -p queuename -s hostname -T unknown -I any
   where queuename is the name of the queue being created.
5. Enter **Exit** to exit the Bourne shell.
6. Enter **Exit** to exit Super User mode.
7. Test the queue created, by entering the command:
   lp -d queuename /etc/hosts
8. Verify that the job prints at the machine.

SCO

SCO Unix workstations require specific installation steps to communicate with the machine. The machines are BSD-style Unix printers, whereas SCO is a System V-style Unix.

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:
- Existing operational network utilizing the TCP/IP protocol.
- Ensure that the machine is connected to the network.
- Static IP Address for the machine.
- Subnet Mask Address for the machine.
- Gateway Address for the machine.
- Host Name for the machine.

Procedure

Follow the steps in Configure Static IPv4 Addressing at the Machine, then return to this page.

Configure the Client

1. Add the machine printer **Host name** to the etc/hosts file on the SCO workstation.
2. Ensure that you can ping the machine from the SCO workstation.
   Perform the following steps to create a machine print queue on a SCO Unix workstation using either the GUI or the TTY method.

GUI Method

1. Log in as root.
2. From the main desktop, select the icons **System Administration: Printers: Printer Manager**.

3. Select **Printer: Add Remote: Unix**.
4. Enter the following information into the Add Remote Unix Printer form:
    a. Host: **hostname**.
       Where hostname is the machine Host Name from the /etc/hosts file.
    b. Printer: **name of the queue being created**.
       For example: dc xxxq.
    c. Select **OK** to complete the form.
5. Select **OK** in the Message window.
6. Select **Host:Exit**.
7. Select **File: Close this directory**.
8. Select **File: Close this directory**.
9. Select **Save** in the Warning Confirmation window.
10. Enter **Exit** to log out of root account.
11. Open Unix Window.

tty Method
1. Enter **su** to access Super User mode.
2. Enter **rlpconf** to create a printer.
3. Enter the following information:
    a. Printer Name: **queuename**
    b. Remote Printer: **r**
    c. Hostname: **hostname**
    d. If the information has been entered correctly, enter **y**
4. Select **Enter** to accept the default for a non-SCO remote printer.
5. Select **Enter** to accept the default for non-default printer.
6. Select **Enter** to start the process for adding a queue.
7. Enter **q** to quit the rlconf program.

Network Installation: Linux CUPS

Static Addressing

Information Checklist

Before starting ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports printtool.

Procedure

Follow the steps in Configure Static IPv4 Addressing at the Machine, then return to this page.

Create the Print Queue
1. Ensure that the Common Unix Printing System (CUPS) is installed and started on your client.
   The latest version of CUPS is available at cups.org.
2. Open the web browser from your workstation.
3. For example, enter **http://127.0.0.1:631/printers** in the Address Bar.
4. Press **Enter**.
5. Select **Add Printer**.
6. The Authorization dialog box displays.
7. Enter the **root** and the **root password**.
8. In the Add New Printer screen enter a **name** for the printer.
9. Enter a **location** and **description** for the printer (optional).
10. Select **Continue**.
11. In the Machine menu, select **Internet Printing Protocol**.
12. Select **Continue**.
13. Enter **ipp://hostname/ipp/printername**
    Where hostname is the hostname of the Xerox machine and printername is the printer name of the Xerox machine.
14. Select **Continue**.
15. Select **Xerox** in the Make menu.
16. Select **Continue**.
17. Select the correct driver in the Driver menu.
18. Select **Continue**.
19. The **Printer Added Successfully** message will appear.

Dynamic Addressing

Procedure

Follow the steps in Configure Dynamic IPv4 Addressing at the Machine, then return to this page.

Important: Select **BOOTP** in step 6.

Create the Print Queue

Follow the steps to Create the Print Queue.

Linux LPR via PrintTool

Static Addressing

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports PrintTool.

Procedure

1. Follow the steps in Configure Static IPv4 Addressing using the Machine User Interface, then return to this page.

Create the Print Queue
2. Log in, at the Linux Client, as root in a terminal.
3. Enter **printtool**.
4. The Red Hat Linux Print System Manager will launch.
5. Select **Add**.
6. The Add a Printer Entry window displays.
7. Select **Remote Unix (lpd) Queue**.
8. Select **OK**.
9. The Edit Remote Unix (lpd) Queue Entry window displays.
10. Enter the name of your Print Queue in the Names area.
11. The Spool directory is the directory where print jobs are stored and is a subdirectory of /var/spool/lpd. Add the name of the print queue to the end of the subdirectory path.
12. Ensure that the File Limit reads **0**.
13. In the Remote Host area, enter the IP Address of the Xerox machine.
14. In the Remote Queue area, enter the Print Queue Name from step 10.
15. **Do not** select the Input Filter option.
16. Leave the default **Suppress Headers** selected.
17. Select **OK**.
18. The printer should now be listed in the Red Hat Linux Print System Manager window. Select the **lpd menu**.
19. Select **Restart lpd**.
20. Select the **PrintTool** menu.
21. Select **Exit** to close the program.

22. To allow access to the printer, edit the **/etc/hosts** table to list the client system.
23. Edit and create the **/etc/hosts.lpd** file to list the client system.

Dynamic Addressing

Procedure

Follow the steps in Configure Dynamic IPv4 Addressing at the Machine, then return to this page.

Important: Highlight **BOOTP** in step 6.

Create the Print Queue

Follow the steps to Create the Print Queue.

Linux LPRng

Static Addressing

Information Checklist

Before starting ensure that the following item is available and/or the task has been performed:

- Linux operating system that supports PrintTool.

Procedure

Follow the steps in Configure Static IPv4 Addressing using the Machine User Interface, then return to this page.

Create the Print Queue
1. Open the LPRngTool from the Linux Client.
2. Select **Add**.
3. In the Names area, enter a name for your print queue.
4. The spool directory is the directory where print jobs are stored and is a subdirectory of /var/spool/lpd. Add the name of the print queue to the end of the subdirectory path.
5. In the Hostname/IP of Printer area, enter the hostname or IP Address of the Xerox machine.
6. Select **OK**.
7. Select **Exit** to close the program.
8. To allow access to the printer, edit the /etc/hosts table to list the client system.
9. Edit and create the /etc/hosts.lpd file to list the client system.

Dynamic Addressing

Procedure

Follow the steps in Configure Dynamic IPv4 Addressing using the Machine User Interface on page 29, then return to this page.

Important: Highlight **BOOTP** in step 6.

* Follow the steps to Create the Print Queue.

Printer Drivers

Overview

The software and documentation CD is supplied with your machine.

The machine supports the following operating systems:

Platform	Operating Systems
Windows®	Windows 7 & 8 (32/64 bit) Windows Vista (32/64 bit) Windows XP (32/64 bit) Windows 2003 Server (32/64 bit) Windows 2008 Server (32/64 bit) Windows 2008R2 (64 bit)
Macintosh®	Macintosh OS X 10.5 - 10.9
Linux	Ubuntu 10.04, 10.10, 11.04, 11.10, 12.04, 12.10, 13.04 Red Hat Enterprise Linux 5, 6 Fedora 11 -19 Debian 5.0, 6.0, 7.0, 7.1 Mint 13, 14, 15 SUSE Linux Enterprise Desktop 10, 11 openSUSE 11.0, 11.1, 11.2, 11.3, 11.4, 12.1, 12.2, 12.3
Unix®	Oracle® Solaris 9, 10, 11 (x86, SPARC) HP-UX® 11i v1, 11i v2, 11i v3 (PA-RISC, Itanium) IBM® AIX 5.1, 5.2, 5.3, 5.4, 6.1, 7.1 (PowerPC)

Windows Drivers

The Xerox® WorkCentre® 3215/3225 produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the Drivers CD or download the latest versions from the Xerox web site at www.xerox.com.

Installing Windows Drivers

The following provides an overview of the print procedure and features available when printing using Windows.

Install Printer Software

You can install the printer software for local printing and network printing. To install the printer software on the computer, perform the appropriate installation procedure depending on the printer in use.

A printer driver is software that lets your computer communicate with your printer. The procedure to install drivers may differ depending on the operating system you are using. All applications should be closed on your PC before beginning installation.

You can install the printer software for a local, networked or wireless printer using the recommended or custom method.

Local Printer

A local printer is a printer directly attached to your computer using a printer cable, such as a USB cable. If your printer is attached to a network, refer to Networked Printer.

> Note: If the New Hardware Wizard window appears during the installation procedure, select **Close** or **Cancel**.

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.

    If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing X with the letter which represents your drive and select **OK**.

    If you use Windows Vista, select **Start > All programs > Accessories > Run**, and type **X:\Setup.exe**. If the AutoPlay window appears in Windows Vista, select **Run Setup.exe** in the **Install or run program** field, and select **Continue** in the User Account Control window.
3. Select **Install Software**. A Printer Connection Type window displays.
4. Select **USB connection**. The Select Software to Install window displays.
5. Leave the default selections and select **Next**. The Installing Software window displays.
6. After the installation is finished, the Setup Completed window displays.
7. Select **Print a test page** and select **Finish**.

If your printer is connected to the computer, a Test Print page will be printed. If the Test Print operation is successful, refer to the *Print* chapter of this guide. If the print operation failed, refer to the *Troubleshooting* chapter of this guide.

Networked Printer

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

1. Make sure that the printer is connected to your network and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive.

    The CD-ROM should automatically run, and an installation window appears.

    If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing X with the letter which represents your drive and select **OK**.

    If you use Windows Vista, select **Start** > **All programs** > **Accessories** > **Run**, and type **X:\Setup.exe**. If the AutoPlay window appears in Windows Vista, select **Run Setup.exe** in **Install or run program** field, and select **Continue** in the User Account Control window.

3. Select **Install Software**.
4. Select **Network connection** and follow the wizard instruction to select and install the printer.

    Note: For custom install instructions, refer to Custom Installation.

5. After the installation is finished, select **Print a test page** and select **Finish**.

If your printer is connected to the network, a Test Print page will be printed. If the Test Print operation is successful, refer to the Print chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Custom Installation

With the custom installation, you can choose individual components to install.

1. Make sure that the printer is connected to your computer and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive.

   The CD-ROM should automatically run, and an installation window appears. If the installation window does not appear, select **Start** and then **Run**. Type **X:\Setup.exe**, replacing X with the letter which represents your drive and select **OK**.

   If you use Windows Vista, select **Start** > **All Programs** > **Accessories** > **Run**, and type **X:\Setup.exe**.

   Note: If the AutoPlay window appears in Windows Vista, select **Run Setup.exe** in Install or run program field, and select **Continue** in the User Account Control window.

3. Select **Install Software**.
4. Select your connection type and select **Next**. The Select Software to Install window displays.
5. Select **Custom** from the Setup type dropdown box.
6. Select the components to be installed and select **Next**.

   Note: When you select an option, a description of that option displays at the bottom of the screen.

7. Select **Advanced Options** if you would like to do any of the following:
   - Change the printer name
   - Change the default printer
   - Share the printer with other users on the network
   - Change the destination path where driver files and user guide files will be copied to. Select **Browse** to change the path.
8. Select **OK** to continue, then select **Next**. The Copying Files window displays, and then the Installing Software window.
9. After the installation is finished, the Setup Completed window displays.
10. Select **Print a test page** and select **Finish**.

If your printer is connected to the computer, a Test Print page will be printed. If the Test Print operation is successful, refer to the Print chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Wireless Printer (WorkCentre 3215NI and WorkCentre 3225DNI)

When you connect your printer to a network, you must first configure the TCP/IP settings for the printer. After you have assigned and verified the TCP/IP settings, you are ready to install the software on each computer on the network.

1. Make sure that the printer is connected to your computer with a USB cable and powered on.
2. Insert the supplied CD-ROM into your CD-ROM drive. The CD-ROM should automatically run, and an installation window appears.

   If the installation window does not appear, select the **Start** button and then **Run**. Type **X:\Setup.exe**, replacing X with the letter which represents your drive and select **OK**.

If you use Windows Vista, select **Start** > **All programs** > **Accessories** > **Run**, and type **X:\Setup.exe**. If the AutoPlay window appears in Windows Vista, select **Run Setup.exe** in **Install or run program** field, and select **Continue** in the User Account Control window.

3. Select **Install Software**. A Printer Connection Type window displays.
4. Select **Wireless network connection**.
5. When asked if you are setting up the printer for the first time, select **Yes, I will set up my printer's wireless network** and select **Next**.
6. Select your wireless network from the list and select **Next**.
7. Select **Advanced Settings** to set the following:
8. Select **Next**.
9. Follow the wizard instruction to select and install the printer. Select your connection type and select **Next**. The Select Software to Install window displays.
10. After the installation is finished, the Setup Complete page will display. Select **Print a test page** and select **Finish**.

If your printer is connected to the network, a Test Print page prints. If the Test Print operation is successful, refer to the Print chapter of this guide. If the print operation failed, refer to the Troubleshooting chapter of this guide.

Wireless Setting Program

When installing the WorkCentre 3215NI and WorkCentre 3225DNI, you can use the **Xerox Easy Wireless Setup** program that was automatically installed with the printer driver to configure the wireless settings.

To open the program:

1. Select **Start** > **Programs** or **All Programs** > **Xerox Printers** > [**Xerox WorkCentre 3215** or **3225**]> **Xerox Easy Wireless Setup**.
2. Connect the machine to your computer using the USB cable.

   Note: During installation, the printer needs to be temporarily connected using the USB cable.

   Note: You cannot use your printer on a wired and wireless network at the same time. If your printer is currently connected to the network with an Ethernet cable, unplug the cable.

3. Select **Next.**
4. Once the machine is connected to the computer with the USB cable, the program searches for WLAN data.
5. When the search is complete, the Select Wireless Network window displays. Select your network from the list.
6. Select **Advanced Setting** if you want to enter the following information:
7. Select **Next**. The Wireless Network Security screen displays.
8. Enter your **Network Password** and select **Next**.
9. When the Wireless Network Setup Complete page displays, select **Finish**.

Uninstalling a Windows driver

For Windows follow the steps below to uninstall the driver:

1. Make sure that the machine is connected to your computer and powered on.
2. From the **Start** menu, select **Programs** or **All Programs** > **Xerox Printers** > **Uninstall Xerox Printer Software.** The Uninstall Xerox Printer Software window displays.
3. Select **Next**. The Select Software window displays.
4. Select the components you want to remove and then select **Next** and then **Yes** to confirm.
5. When your computer asks you to confirm your selection, select **Yes**. The Uninstallation window displays.
6. After the software is removed, select **Finish**.

If you want to reinstall the driver over the currently installed driver via the provided software and documentation CD, insert the CD; the window with an overwriting confirmation message appears. Simply confirm it to proceed to the next step. Next steps are same as the first installation you performed.

Macintosh Drivers

The software and documentation CD that came with your machine provides you with the printer driver files that allow you to use the CUPS driver or PostScript driver (only available when you use a machine which supports the PostScript driver) for printing on a Macintosh computer.

A TWAIN driver is also provided for scanning on a Macintosh computer.

Information Checklist

Before starting please ensure that the following item is available and/or the task has been performed:
- Make sure that the machine is connected to your computer and powered on.

Procedure

These steps were performed using Macintosh version 10.8.5. Instructions may vary depending on your operating system version.

1. Insert the supplied software and documentation CD into your CD-ROM drive.
2. Select the **CD-ROM** icon that appears on your Macintosh desktop.
3. Select the **MAC_Installer** folder.
4. Select the **Installer** icon.
5. The **Install** window opens. Select **Continue**.
6. Select **Install**.
    Standard Install is the default and is recommended for most users. All components necessary for machine operations are installed.
    If you select **Customize**, you can choose individual components to install.
7. Enter your password and select **Install Software**.
8. Select how the printer will be connected to your computer. Choices are:
    - USB Connected Printer
    - Network Connected Printer
    - Configuration of Wireless Network
9. Select **Continue**.
10. Select **Add Printer** and select **Continue** and follow the instructions on the installation wizard.
11. Select the options you want to add, such as Fax.
12. Select the **Add Easy Printer Manager to Dock** option if required.
13. After the installation is complete, select **Close**.
14. Select the **Applications** folder > **System Preferences** > **Print & Scan**.
15. Select the **+** sign on the Printer list and select the printer or enter the IP Address for the printer.
16. Select **Add**.

Uninstalling a Macintosh Driver

If the printer driver does not work properly, uninstall the driver and reinstall it. Follow the steps below to uninstall the driver for Macintosh.

1. Make sure that the machine is connected to your computer and powered on.
2. Select the **Applications** folder.
3. Select the **Xerox** folder.
4. Select **Printer Software Uninstaller**.
5. Select the programs you want to uninstall and select **Uninstall**.
6. Enter your password.
7. Select **Close**.

Linux Drivers

You need to download the Linux software package from the Xerox website to install the printer software.

Procedure for Installing the Linux Unified Driver

1. Make sure that the machine is connected to your computer and powered on.

   You must log in as a super user (root) to install the machine software. If you are not a super user, ask your system administrator.

2. When the **Administrator Login** window appears, type in **root** in the **Login** field and enter the system password.

3. From the Xerox web site, download the **Unified Linux Driver** package to your computer.

4. Select the **Unified Linux Driver** package and extract the package.

5. Select **cdroot > autorun**.

6. When the **Welcome** screen appears, select **Next**.

7. When the installation is complete, select **Finish**.

The installation program has added the Unified Driver Configuration desktop icon and the Unified Driver group to the system menu for your convenience. If you have any difficulties, consult the on-screen help that is available through your system menu or called from the driver package Windows applications, such as **Unified Driver Configurator** or **Image Manager**.

Unix Drivers

Unix printer drivers are located on the software and documentation CD delivered with your machine. To use the Unix printer driver, you need to install the Unix printer driver package first, then set up the printer. The installation procedure is common for all variants of Unix OS mentioned.

Procedure for Installing the Unix Driver Package

1. Make sure that the machine is connected to your computer and powered on.
2. Acquire root privileges.

   su -
3. Copy the appropriate driver archive to the target Unix computer.
4. Unpack the Unix printer driver package name.

   For example, on IBM AIX, use the following command:

   gzip -d < package archive name | tar xf -

   The **binaries** folder consists of **binz, install, share** files and folders.
5. Change to the driver's **binaries** directory.

   For example, on IBM AIX,

   cd aix_power/binaries
6. Run the install script.

   ./install

   Install is the installer script file which is used to install or uninstall the Unix Printer Driver package.

   Use **chmod 755 install** command to give the permission to the installer script.
7. Execute the **./install-c** command to verify installation results.
8. Run **installprinter** from the command line. This will bring up the Add Printer Wizard window. Follow the procedures in Setting up the printer.

   Note On some Unix OS, for example on Solaris 10, printers recently installed may not be enabled and/or may not accept jobs. In this case run the following two commands on the root terminal:

   accept <printer_name>
   enable <printer_name>

Setting Up the Printer

To add the printer to your Unix system, run **installprinter** from the command line. This will bring up the Add Printer Wizard window. Setup the printer in this window according to the following steps.

1. Type the name of the printer.
2. Select the appropriate printer model from the model list.
3. Enter any description corresponding to the type of printer in the **Type** field. This is optional.
4. Specify any printer description in the **Description** field. This is optional.
5. Specify the printer location in the **Location** field.

6. Type the IP address or DNS name of the printer in the **Device** text box for network connected printers. On IBM AIX with **jetdirect Queue type**, only the DNS name is possible. It is not possible to enter a numeric IP address.

7. Queue type shows the connection as **lpd** or **jetdirect** in the corresponding list box. Additionally **usb** type is available on Sun Solaris OS.

8. Select **Copies** to set the number of copies.

9. Check the **Collate** option to receive copies already sorted.

10. Check the **Reverse** Order option to receive copies in the reverse order.

11. Check the **Make Default** option to set this printer as default.

12. Select **OK** to add the printer.

Uninstalling the Printer Driver Package

Note The utility should be used if you need to delete a printer installed on the system.

1. Run the **uninstallprinter** command from the terminal. The Uninstall Printer Wizard opens and the installed printers are n the drop-down list.

2. Select the printer to be deleted.

3. Select **Delete** to delete the printer from the system.

4. Execute the **./install-d** command to uninstall the whole package.

5. To verify removal results, execute the **./install-c** command.

6. To re-install it, use the command **./install** to reinstall the binaries.

Sharing Your Machine Locally

If a host computer is directly connected to the machine with a USB cable and is also connected to the local network environment, the client computer connected to the local network can use the shared machine through the host computer to print.

Follow the steps below to set up the computers to share your machine locally.

Windows

Host Computer Setup

1. Install your printer driver. Refer to Printer Drivers.
2. Depending on your operating system, navigate to the **Printers**, **Printers and Faxes**, or **Devices and Printers** settings from the Windows **Start** menu or through the control panel.
3. Select your printer icon and select **Printer Properties**.

   Note If the **Printer properties** item has a **?**, you can select other printer drivers connected with the selected printer.
4. Select the **Sharing** tab.
5. Check the **Change Sharing Options** check box.
6. Check the **Share this printer** check box.
7. Enter details in the **Share Name** field.
8. Select **OK or Next**.

Client Computer Setup

1. Install your printer driver. Refer to Printer Drivers.
2. From the Windows **Start** menu select **All programs** > **Accessories** > **Windows Explorer**.
3. Enter the **IP address** of the host computer and press **Enter**.
4. If the host computer requires a User name and Password, enter details in the **User ID** and **password** field of the host computer account.
5. Select the printer you want to share and select **Connect**.
   If a setup complete message appears, select **OK**.
6. Open the file you want to print and start printing.

Macintosh

The following steps are for Macintosh OS X 10.8.5. Refer to Macintosh Help for other OS versions.

Host Computer Setup

1. Install your printer driver. Refer to Installing Macintosh driver.
2. Open the **Applications** folder, select **System Preferences.**
3. Select **Print & Fax** or **Print & Scan**.
4. Select the printer to share in the **Printers** list.
5. Select **Share this printer**.

Client Computer Setup

1. Install your printer driver. Refer to Installing Macintosh driver.
2. Open the **Applications** folder, select **System Preferences.**
3. Select **Print & Fax** or **Print & Scan**.
4. Select **Add** or the **+** symbol.
    A display window showing the name of your shared printer displays.
5. Select your machine and select **Add**.

Windows Printing

LPR Printing

Ensure Print Services for Unix is Enabled

Follow the relevant steps below that are specific to your operating system:

Windows 2003

1. From the desktop, select the **My Network Places** icon and select **Properties**.
2. Select the **Local Area Connection** icon and select **Properties**.
3. Verify that the Internet Protocol (TCP/IP) protocol has been loaded. If this software is not present, install it using the documentation provided by Microsoft. When you are finished, return to this page.
4. Verify that Print Services for Unix is loaded:
    a. Select **Start > Settings > Control Panel**.
    b. Select the **Add/Remove Programs** icon.
    c. Select **Add/Remove Win Components** in the far left column.
    d. Select **Other Network File > Print Services**.
    e. Select **Details**.
    f. Check the **Print Services for Unix** check box. If Print Services for Unix is not installed, refer to instructions from Microsoft to install this service. When you are finished, return to this page.
5. Select the **OK** button.
6. Select the **Next** button.
7. Select the **Finish** button.
8. Close the **Add/Remove Programs** window.

Windows Vista

1. Select **Start > Control Panel > Program** and select **Programs and Features**.
2. Select **Turn Windows Features on and off**.
3. In the Windows Features window, expand the Print Services menu.
4. Check the **LPR Port Monitor** check box to enable the service.
5. Select the **OK** button. Your computer may need to restart.

Windows 7

1. Select **Start**, select **Control Panel**.
2. Select **Hardware and Sound > Programs**.
3. Select **Programs and Features**.
4. Select **Turn Windows Features on and off** from the menu on the left.
5. A Windows Features dialog displays. Select the **+** sign for **Print and Document Services**.

6. Check the box for **LPR Port Monitor** to enable the service.
7. Select the **OK** button. Your computer may need to restart.

Windows 2008

1. Select **Start > Administrative Tools**.
2. Select **Print Management**.
3. Select the **+ sign** for Print Servers. Select the print server to which you want to add the printer and select **Add Printer**.
4. Select the check box for **LPR Port Monitor** to enable the service.
5. Select the **OK** button. Your computer may need to restart.

Install Printer Driver

1. From the Windows **Start** menu, navigate to your **Devices and Printers** or **Printers** settings.
2. Select **Add a Printer**.
3. Select the **Local Printer** option.
   Depending on your operating system, if already selected, select **Automatically detect and install my Plug and Play printer** to deselect it.
4. Select the local printer and select **Next**.
5. Select **Create a new port**.
6. Select the **LPR** option from the **Type of Port** pull-down menu:
7. Select the **Next** button.
8. Enter the IP Address of the printer.
9. Enter a name for the printer.
10. Select the **OK** button.
11. You will be prompted for a Printer Driver. Select **Have Disk**.
12. Select the **Browse** button.
13. Select the required Printer Driver file **.inf**.
14. Select the **Open** button.
15. Select the **OK** button.
16. Select the printer model from the list.
17. Select the **Next** button.
18. The **Name your Printer** screen appears.
19. Enter details in the **Printer name** field.
20. Select the **Next** button. The **Printer Sharing** screen appears.
21. Select the **Do not share** or **Share** option and enter the name, location, and comment, if required.
22. Select the **Next** button.
23. Select **Set as the default printer** if required.
24. Select **Print Test Page** to print a test page.
25. Select the **Finish** button. The printer driver will install.
26. Verify that the test page is printed at the machine.

Internet Printing Protocol (IPP) Port

The Internet Printing Protocol (IPP) defines a standard protocol for printing as well as managing print jobs, media size, resolution, and so forth. IPP can be used locally or over the Internet, and also supports access control, authentication, and encryption, making it a much more capable and secure printing solution than older ones.

Note IPP Printing is enabled by default.

How to Enable the IPP Port

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Select **Properties.**
3. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login.** Select **Properties.**
4. In the **Network Settings** link select **Raw TCP/IP**, **LPR**, **IPP** in the directory tree.
5. In the **Internet Printing Protocol (IPP)** area:
   a. For **IPP Protocol**, select **Enable** from the drop-down menu. The **Printer URL** displays the http:// IP address of the machine and the ipp:// IP address of the machine. Enter the required printer name in the **Printer Name** area.
   b. Select the **Advanced** button. Enter the required information for **IPP Attribute**.

Install Printer Driver

1. Follow the steps below that are specific to your operating system:
   Windows 2003
   From your workstation:
   a. Select the **My Network Places** icon.
   b. Select **Properties**.
   Windows 7
   From your workstation:
   a. Select **Control Panel**.
   b. Select **Network and Internet**.
   c. Select **Network and Sharing Center**.
   d. Select **Change adapter settings**.
   Windows 2008
   From your workstation:
   a. Select **Start**, select **Control Panel**.
   b. Select **Printers**.
   c. Select **File**, select **Run as administrator**. Go to step 6.
2. Select the **Local Area Connection** icon.
3. Select **Properties**.
4. Ensure that the Internet Protocol (TCP/IP) protocol has been loaded and ensure the check box is checked. Select **OK**.

5. For:
   - **Windows 2003** - select **Settings > Printers**.
   - **Windows Vista** - select **Add a Local Printer**.
   - **Windows 7** - select **Start > Control Panel > Hardware and Sound > Devices and Printers**.
6. Select **Add a Printer** in the far left column.
   For **Windows 7** select **Add a network, wireless, or Bluetooth printer**.
7. The **Add Printer Wizard** window will appear. Select the **Next** button.
8. Select **The Printer that I want isn't listed.**
9. Select a shared printer by name.
10. Type **HTTP://** followed by the printer's fully qualified Domain name or IP Address in the URL field. The Printer Name can be either the Host Name or the SMB Host Name as shown on the machine Configuration Report, depending on the name resolution used by your network (WINS or DNS).
11. Select the **Next** button.
12. Select the **Have Disk** button and browse to the location of the printer driver and select the OK button.
13. Select the **Printer Model** and select the **OK** button.
14. Select **Yes** if you want to make this the default printer.
15. Select **Next**.
16. Select **Finish**.

Raw TCP/IP Printing (Port 9100)

Raw TCP/IP is a printing protocol that is similar to LPR printing. Also known as a direct TCP/IP connection or sockets interface, it sends information directly to the machine and does not require a Line Printer Daemon (LPD). The advantages are that connections stay open for multiple print files and spooling is not needed, therefore, printing is faster and more reliable than LPD printing. Raw TCP/IP printing is contained in Windows and other third-party applications and operating systems.

Note Raw TCP/IP Printing is enabled by default for port 9100.

Information Checklist

See Configure Static IPv4 Addressing at the Machine.

How to Configure Port 9100

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Select **Properties**.
3. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
4. In the **Network Settings** link, select **Raw TCP/IP, LPR, IPP** in the directory tree.
5. In the **Raw TCP/IP Printing** area:
   a. Select **Enable**.
   b. For **Port Number**, enter the required port number (1 - 65535).

6.   Select **Apply** to save the changes or **Undo** to return the settings to their previous values.

Note   The settings are not applied until you restart the machine.

Install Printer Driver

Refer to Printer Drivers.

Configure the Windows Printer Driver

Manual Print Driver Configuration

To configure the printer driver without using Bi-directional communication:

Follow the steps below:

1.   Select the Windows **Start** menu.
2.   Depending on your operating system, navigate to the **Printers** or **Devices and Printers** setting.
3.   Select the **printer** icon and then select **Printing preferences**.
4.   Select each tab and change any default printer settings as required.
5.   Select **Apply**.
6.   Select **OK**.

Bi-Directional Support

Follow the steps below that are specific to your operating system:

1.   Select the Windows **Start** menu.
2.   Depending on your operating system, navigate to the **Printers** or **Devices and Printers** setting.
3.   Select the **printer** icon and then select **Printer properties**.
4.   Select the **Ports** tab.
5.   Check the **Enable bidirectional support** check box.

Bi-directional communication automatically updates the printer driver with the printer's installed options. The driver's Printing Preferences will report information about the printer's operational status, active jobs, completed jobs and paper status.
6.   Select **OK**.

AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devices and Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch.

Notes:
- Not all applications support AirPrint.
- Wireless devices must join the same wireless network as the printer.
- For AirPrint to function, both IPP and Bonjour (mDNS) protocols must be enabled.
- The device that submits the AirPrint job must be on the same subnet as the printer. To allow devices to print from different subnets, configure your network to pass multicast DNS traffic across subnets.
- AirPrint-enabled printers work with iPad (all models), iPhone (3GS or later), and iPod touch (3rd generation or later), running the latest version of iOS.
- The Macintosh OS device must be Macintosh OS 10.7 or later.

1. Open a Web browser, type the IP address of the printer, then press **Enter** or **Return**.
2. Select **Login** and enter the **ID** (admin) and **Password** (1111).
3. Select **Properties > Network Settings > AirPrint**.
4. To enable AirPrint, select **Enable**.

   Note: AirPrint is enabled by default when IPP and Bonjour (mDNS) are both enabled. Enable these settings by selecting **Properties > Network Settings > Raw TCP/IP, LPR, IPP** and **Properties > Network Settings > mDNS**.

5. To change the printer name, in the **Friendly Name** field, enter a new name.
6. To enter a location for the printer, in the **Location** field, enter the location of the printer
7. To enter a physical location for the printer, in the Geographical Location field, enter the geographic **Latitude** and **Longitude** coordinates in decimal form. For example, use coordinates like +170.1234567 and +70.1234567 for a location.
8. Select **Apply**.
9. For the new settings to take effect, restart your printer.

Google Cloud Print

Google Cloud Print is a service that allows you to print to a printer using your smart phone, tablet, or any other web-connected devices. Just register your Google account with the printer, and you are ready to use the Google Cloud Print service. You can print your document or e-mail with Chrome OS, Chrome browser, or a Gmail™/ Google Docs™ application on your mobile device, so you don't need to install the printer driver on the mobile device. Refer to the Google web site http://www.google.com/cloudprint/learn/ or http://support.google.com/cloudprint) for more information about Google Cloud Print.

Notes:

- Make sure the printer is turned on and connected to a wired or wireless network that has access to the Internet.
- Depending on your security configuration, your firewall might not support Google Cloud Print.
- Set up a Google e-mail account.
- Configure the printer to use IPv4.
- Configure Proxy Server settings as needed.

1. Open a Web browser, type the IP address of the printer, then press **Enter** or **Return**.
2. Select **Login** and enter the **ID** (admin) and **Password** (1111).
3. Select **Properties > Network Settings > Google Cloud Print**.
4. To change the printer name, enter a new name in the **Printer Name** field.
5. If you need to enable a proxy server, select **Proxy Setting** and enter your proxy information.
6. Select **Test Connection** to ensure your connection with the printer is successful.
7. Select **Register** to register the device to Google Cloud Print.

   Note: If the **Claim Url** link does not display when you select **Register**, refresh the CentreWare Internet Services page and select **Register**.

8. Select the **Claim Url** that displays. This takes you to the Google Cloud Print web site to finish the registration.
9. Select **Finish printer registration**.
10. Now your printer is registered with Google Cloud Print. Select **Manage your printer**. Google Cloud Print - ready devices display in the list.

Scan to PC Setup

This section explains how to configure the Scan to Network and Scan to Local PC features.

Overview

The Scan to Network PC feature allows you to scan from your machine to a computer over the network. The Scan to Local PC feature allows you to scan from your machine to a computer connected with a USB cable.

Information Checklist

Ensure the Xerox Easy Printer Manager application is installed.

> Note The Xerox Easy Printer Manager program can only be used in the Windows system.

Through the Xerox Easy Printer Manager, you can change scan settings and add or delete the folders where scanned documents are saved in your computer.

> Note To use the Scan to Local PC feature it is important to select the **Recommended** installation option when you install the Xerox Easy Printer Manager program.

Scan to Network PC

1. Open the **Xerox Easy Printer Manager** application. Select **Start**, **Programs** or **All Programs, Xerox Printers, Xerox Easy Printer Manager** and select **Easy Printer Manager**.
2. Select the **Switch to Advanced Mode** button at the top of the window.
3. Select your machine in the **Printer List** and add it, if required.
4. Select the **Scan to PC Settings** button. The **Scan to PC Settings** screen appears.
5. Select **Enable Scan from Device Panel.**
6. Select your required settings for **Scan Settings**:
    - Output Color
    - Resolution
    - Original Size
7. Select your required settings for **File Settings**:
    - Save To
    - File Format
    - OCR Language
    - Delete Original Image after OCR
8. Select the required option in the **Actions after Saving** area:
    - Notify me when complete
    - Open with Default Application
    - E-mail
    - None

9.   Select **Save**.

Scan to Local PC

This is a basic scanning method for USB-connected machines.

1.   Make sure that the machine is connected to your computer with a USB cable, and powered on.
2.   Install the Xerox Easy Printer Manager application.

    Note To use the Scan to Local PC feature it is important to select the **Recommended** installation when you install the Xerox Easy Printer Manager program.

3.   Open the **Xerox Easy Printer Manager** application. Select **Start > Programs** or **All Programs** > **Xerox Printers** > **Xerox Easy Printer Manager** and select **Easy Printer Manager**.
4.   Select the **Switch to Advanced Mode** button at the top of the window.
5.   Select your machine in the **Printer List** if required.
6.   Select the **Scan to PC Settings** button. The **Scan to PC Settings** screen appears.
7.   Select **Enable Scan from Device Panel.**
8.   Select your required settings for **Scan Settings**:
    - Output Color
    - Resolution
    - Original Size
9.   Select your required settings for **File Settings**:
    - Save To
    - File Format
    - OCR Language
    - Delete Original Image after OCR
10.   Select the required option in the **Actions after Saving** area:
    - Notify me when complete
    - Open with Default Application
    - E-mail
    - None
11.   Select **Save**.

Fax Setup

This section explains how to set up the Fax feature of the machine.

Overview

The Fax feature enables users to send hard copy documents to another fax machine (or multiple fax machines) via a dedicated phone line connection.

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:
- Ensure that the machine is fully functioning in its existing configuration.
- Ensure that the machine has access to a telephone connection.
- Obtain the telephone number that you will configure as the machine's fax number.
- Connect your telephone cable(s) to the fax port(s) on the machine.

Enable Fax from the Machine

1. Press the **Machine Status** button.
2. Press the up/down arrows to select **Fax Setup**; press **OK**.
3. If prompted, enter the Administrator Password (**1111**).
4. Press the up/down arrows to select **Enable/Disable.**
5. Press the up/down arrows to select **Enable.**
6. Press **OK**.

Test the Fax

1. At the machine, press the **Fax** button on the control panel.
2. Enter the number of a nearby fax machine using the alphanumerical keypad.
3. Place your documents in the document handler and press the **Start** button.
4. Verify that your documents are received at the other fax machine.

Fax Defaults Using CentreWare Internet Services

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Machine Settings** link, select the **Fax** link.

6. Select the **General** link.
7. In the **Machine ID & Fax Number** area:
    a. Enter an ID in the **Machine ID** field.
    b. Enter the fax number in the **Fax Number** field.
8. In the **Change Default** area:
    a. From the **Resolution** drop-down menu select one of the available options:
    b. From the **Lighten/Darken** drop-down menu select one of the available options
    c. Select the required option for **Original Size**.
9. In the **Sending** area:
    a. From the **Redial Term** drop-down menu select the minutes for the term of each redial.
    b. From the **Redial Times** drop-down menu select the amount of times you want the machine to re-dial.
    c. If your telephone system requires you to enter a prefix in front of fax numbers, select **Enable** and enter prefix dial details in the **Prefix Dial** field.
    d. Select the **ECM Mode** check box to enable Error Correction Mode.
    e. From the **Fax Confirmation** drop-down menu select one of the send report options.
        *   **Off**
        *   **On** - prints a report when a fax has been sent.
        *   **On-Error** - prints a report when an error occurs.
10. In the **Receiving** area:
    a. From the **Receive Mode** drop-down menu select the required option for the line:
        *   **Tel** - receives a fax by picking up the handset.
        *   **Fax** - answers an incoming fax call and immediately goes into the fax reception mode.
        *   **Ans/Fax** - select when an answering machine is attached to the machine.
    b. From the **Ring to Answer** drop-down menu select the number of times the machine should ring before answering.
    c. Select the **Stamp Receive Name** check box to enable the machine to print a page number and the date and time of receipt on the bottom of each page of a received fax.
    d. Select the **Receive Start Code** check box to initiate fax reception from an extension phone plugged into the socket on the back of the machine. Select the required start code from the menu (the default is 9).
    e. From the **Secure Receive** drop-down menu, select one of the following options to allow the machine to hold received faxes in the job queue as Secure Receive fax jobs. The held faxes will remain in the queue and will only be released from the queue when the user enters the release password.
        *   **Off**
        *   **On** - this option requires you to enter a Secure Receive passcode and select **Apply**.
        *   **Print fax in secure receive mode** - this option is only available when **On** is selected from the Secure Receive menu. Select the **Print** button and enter the Secure Receive passcode. Select **Apply**.
    f. Select the **Auto Reduction** check box to automatically reduce large documents received to fit on the fax paper size of your machine.

g. In the **Discard Size** field, enter details of the fax size that can be discarded.

Note Discard Size is not available with Auto Reduction.

h. From the **2-Sided** drop-down menu select one of the following options for printing on both sides of the page:

- **Off**
- **Long Edge** - prints on both sides along the long edges of the page.
- **Short Edge** - prints on both sides along the short edges of the page

11. Select **Apply** to save the changes.
12. Select **OK** when the acknowledgement message displays.

Adjusting Fax Document Settings at the Machine

Before starting a fax, change the settings for the fax options according to your original document to get the best quality. See the Fax chapter of the User Guide for detailed steps on faxing.

Fax Address Book

So set up an address book for fax, refer to the Address Book chapter of this User Guide.

E-mail Setup

This section explains how to set up the E-mail feature of the machine.

Overview

The E-mail feature enables a user to scan paper documents into an electronic format and send those documents to one or more e-mail recipients.

Authentication (Service Access Control) can be enabled on the machine to prevent unauthorized access to the network options. If Authentication is enabled a user will be prompted to enter user account details, before they can access the E-mail feature. Authentication prevents a user from sending an anonymous e-mail from the machine.

E-mail Addressing

Recipient addresses can be added using any one of the three methods listed below:
- Enter a recipient address manually at the e-mail keyboard screen. e.g. name@company.com.
- Look up a recipient address using LDAP (Lightweight Directory Access Protocol), and/or perform a look up using the Local Address book. LDAP provides access to the global, or corporate address book. Refer to LDAP Configuration and Address Books.
- Enter a recipient using the .com key (Smart Key). The Smart Key can be programmed to enter full e-mail address e.g. name@company.com, or the Smart Key can be programmed to append a domain address, e.g. @company.com. The end user can then enter part of an e-mail address and press the .com key to append the domain address to his entry.

Information Checklist

Before starting, ensure that the following items are available and/or the tasks have been performed:
- Ensure that the machine is fully functioning on the network.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed. Ensure that the DNS settings are configured correctly.
- Obtain the address of a functional SMTP (Simple Mail Transfer Protocol) mail server that accepts inbound mail traffic.
- Create an e-mail account which the machine will use as the default **From** address.
- Test the e-mail account by sending an e-mail to the machine's account. This task should be completed at a mail client on your network that supports SMTP and POP3 (Post Office Protocol 3).

Configure SMTP

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.

4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**

5. In the **Network Settings** link select the **Outgoing Mail Server** (**SMTP**) link.

6. In the **Simple Mail** T**ransfer Protocol (SMTP)** area:

   a. Enter the **IP** or **host name** of the **SMTP Server**.

   b. Enter the **Port Number**. The Port field can have a value from 1 to 65535. The default **Port Number** is 25.

   c. Select the **SMTP Requires Authentication** check box if your mail server requires the machine to log in.

   d. Enter details in the **Login ID** and **Password** fields required for the machine to authenticate at the mail server.

   e. Enter a password in the **Confirm Password** field.

   f. Select **POP3 Authentication** to enable this option and enter the required settings.

   g. In the **Advanced** area, select **Secure E-mail Connection with SSL/TLS** if this option is required.

   h. Enter a value for server connection timeout in the **SMTP Server Connection Timeout** field. The range is 30 - 120 seconds, and the default is 30 seconds.

   i. Enter the required details for the **Default From Address**.

   j. From the **Maximum Message Size** drop-down menu, select a value between 1MB - 10MB. Larger scans will be sent as multiple e-mail messages, divided at page breaks.

   k. Select the **SMTP Configuration Test** button to test your settings.

7. Select **Apply** to save the changes.

8. Select **OK** when the acknowledgement message displays.

Configure the Feature

This feature allows you to configure the default settings for e-mail jobs.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.

2. Press **Enter**.

3. Select **Properties**.

4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**

5. In the **Machine Settings** link select the **Scan** link.

6. Select **Change Default**.

7. In the **Scan to E-mail** area:

   a. Select one of the following e-mail types from the **Original Type** drop-down menu:

   - Text
   - Text / Photo
   - Photo

   b. Select one of the following e-mail types from the **Original Size** drop-down menu:

   - Letter

- Legal
- A4
- Folio
- A5
- B5(JIS)
- Executive

c. Select one of the following scanning resolutions from the **Resolution** drop-down menu:
    - 100 dpi
    - 200 dpi
    - 300 dpi

d. Select one of the following scan color types from the **Output Color** drop-down menu:
    - Black and White
    - Grayscale
    - Color

e. Select one of the following e-mail attachment format types from the **File Format** drop-down menu:
    - Multi-PDF
    - Multi-TIFF
    - Single TIFF
    - JPEG
    - Single-PDF

f. Select the required option for **Lighten/Darken**.

8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.
10. Select **Scan to E-mail** in the left hand menu.
    a. Enter a valid e-mail address in the **Default From: Address** field.
    b. Enter required information in the **Default Subject** field.
    c. Deselect the **Use default message on Scan To E-mail** check box to change default mail text.
    d. For the **Smart Key Address #1** - **Smart Key Address #6** fields enter details of default fixed details for each numerical key. The default settings for commonly used addresses are already configured for .com, .org, .net, .gov and .tv.
    e. Select the check boxes to enable **Edit From Address** and **Replace From Address** if required.
    f. Check the **Auto Send To Self** check box to automatically add the sender's **From:** address to the recipient list.
    g. Select an option from the **Print Confirmation Sheet** drop-down menu:
        - **On Errors Only** - This setting will produce a Confirmation Sheet only when error information is indicated.
        - **Always** - This setting will produce a Confirmation Sheet that will provide error information and indication that the job has reached the recipient(s).
        - **Never** - This setting will not produce a Confirmation Sheet.
11. Select **Apply** to save the changes.

12. Select **OK** when the acknowledgement message displays.

LDAP Configuration and Address Books

This section explains how to install and set up Address Books.

Overview

The machine supports two types of address book:

- **Global**

  A global address book provided by Lightweight Directory Access Protocol (LDAP) services stored on a remote server.

- **Local**

  An address book created from a list of addresses saved in a .csv file (Comma Separated by Values) format stored locally on the machine.

Both address book types can be configured for use on the machine at the same time.

LDAP is used to access the Corporate Address Book to locate e-mail addresses and other information for use with many of the services.

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:

- Ensure your network supports LDAP services.
- Obtain the IP Address or Host Name of your LDAP Server. The machine may also need a login name and password if the LDAP server is not configured to allow Anonymous connection.
- Use an LDAP client to validate your settings before inputting them into the CentreWare Internet Services menus. LDAP clients include Microsoft Outlook Express, Microsoft Outlook and Lotus Notes and other e-mail clients.
- To use host names, DNS must be configured on the machine.

LDAP Configuration

General Settings

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties**.
5. In the **Security** link on the left hand side select the **Network Security** link.
6. Select **External Authentication.**
7. Select **LDAP Server**.

8. In the **LDAP Server** area enter the **IP address** or **host name** and **Port Number** of the LDAP server.
9. Select the required option for **Match User's Login ID to the following LDAP attribute**.
10. In the **Secure LDAP Connection** area, select the **Enable** check box to enable **Secure LDAP via SSL**.
11. Enter the required information in the **LDAP User Search** field:
    *   **Search Root Directory** - allows you to limit the LDAP search by entering the location on the server where the user information is stored.
    *   **Authentication Methods** - select either **Anonymous** or **Simple** to access the LDAP server.

    If you selected **Simple** for **Authentication Methods**, enter the required **Login ID** and **Password**. You can check the **Enable** check box for **Append Root to Base DN**.

    When enabled the bind will append the **Root to Append** string to the authenticate user login IDs. This should be enabled whenever the Windows Login attribute is UserPrincipalName. A typical Root to Append may look like "@yourcompany.com."

    Note Many Unix/Linux LDAP servers require this attribute to be set and it is used frequently when **Authentication Methods** is set to **Simple**.

12. Enter the required option for **Maximum Number of Search Results**. For Maximum Number of Search Results, enter amount between 0, 5-300. This is the maximum number of addresses that will appear which match the search criteria selected by the user. Set the search results to one less than the server will allow. For example, if the LDAP server limit is 75, set the search results to 74 or less. A zero value will attempt to return all searches.
13. For **Search Timeout**, enter the required setting for the search timeout (0, 5-100 seconds).
14. Select **LDAP Referral** if this option is required.
15. The **Search By** option offers 4 ways to search the address list depending on the name syntax used in your environment. Select one of the following search types:
    *   **Common Name** - names are listed by the Common Name LDAP attribute. **Common Name** is the default option.
    *   **E-mail Address** - names are listed by e-mail address.
    *   **Surname/Given name** - names are listed by Surname (Last Name) then Given Name (First Name).
    *   **Custom** - Select **Custom** to enter the required search information in the **Custom Search** box.

    The **Search Name Order** option will help control the returns by allowing the LDAP query to be on **Common Name** or **Surname**.

16. Select the **LDAP Configuration Test** button to test your LDAP settings.
17. Select **Apply** to save the changes.
18. Select **OK** when the acknowledgement message displays.

Verify the LDAP Settings

1. At the machine, press the **E-mail** button on the control panel.
2. If Authentication is enabled, enter your **Login ID** and **Password** (if required).
3. The **Enter From Address** screen displays.

4. Enter a few letters of a name in the LDAP Address Book. The machine will return matching names.
5. Press the up/down arrows until the name you want displays and press **OK**.
6. The **Enter Destination Addresses** screen displays.
7. Enter a destination e-mail address.
8. When **Another Address?** displays, press the up/down arrows to select **Yes** or **No** and press **OK**.
9. Highlight the required **File Format** and press **OK**.
10. Enter an e-mail subject and press **OK**.
11. Place a document in the document handler and press the **Start** button.
12. Verify that the recipient receives the scanned document in their e-mail inbox.

Address Book

To set up an address book for e-mail, refer to the Address Book chapter of this User Guide.

E-mail Setup

Paper and Media

3

This chapter contains information about the different types of stock and stock sizes that can be used on your machine, available paper trays, and the types of stock and sizes supported by each tray.

This chapter includes:

- Loading Paper
- Setting Paper Size and Type
- Media Specifications
- Loading Documents
- Media Output Locations

Loading Paper

One paper tray and a manual feed slot are standard on your machine.

Various media sizes and types can be used in the trays. For more media specifications, refer to Media Specifications.

Preparing Paper for Loading

Before loading paper into the paper trays, flex or fan the edges of the paper stack. This procedure separates any sheets of paper that are stuck together and reduces the possibility of paper jams.

> Note: To avoid unnecessary paper jams and misfeeds do not remove paper from its packaging until required.
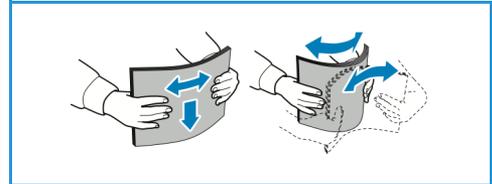
Loading Tray 1

The paper level indicator on the front of tray 1 shows the amount of paper currently left in the tray. When the tray is empty, the indicator is completely lowered as shown in the illustration: **1** shows full, **2** shows empty.

Using the instructions provided below, load paper into the machine. Tray 1 holds up to 250 sheets of 20 lb (80 g/m²) paper, A4 and letter only. It holds fewer sheets of other media sizes. For more media specifications, refer to Media Specifications.
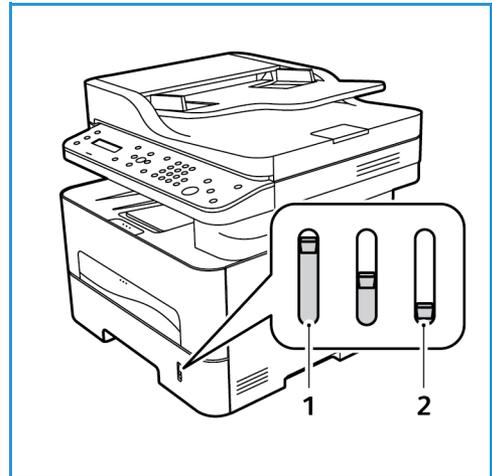
1. Pull out tray 1 and load paper into the tray, print side down. Do not fill above the Maximum Fill line indicated by the symbol ▽▽▽ .
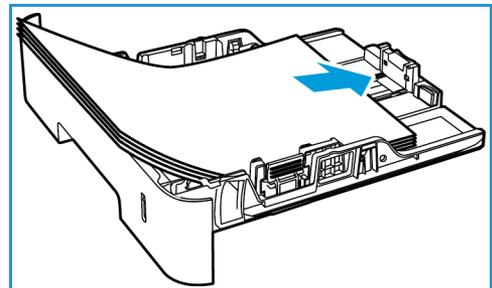
2. To accommodate longer paper, press the paper tray extender lever (1) and slide the lever to the desired position. Press and slide the paper length guide (2) until it lightly touches the end of the paper stack.
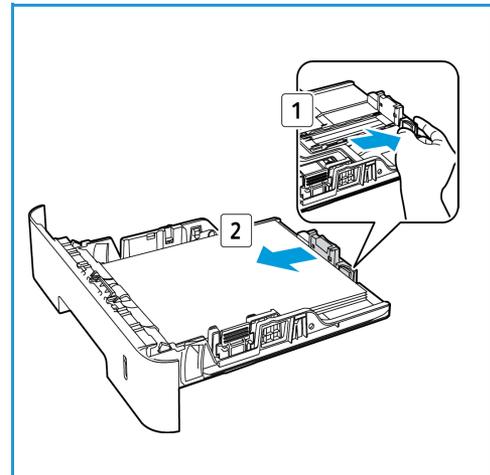
3. Position the width guide by pressing the lever and sliding it towards the stack of paper, until it gently touches the side of the stack.

4. Insert the paper tray into the machine.

5. After loading paper in the paper tray, set the paper size and type using the control panel. Press **OK** to confirm the settings or **Back** to change the settings.

6. When printing from your computer, ensure you select the **Paper** tab in the print driver to specify the correct paper size and type. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.
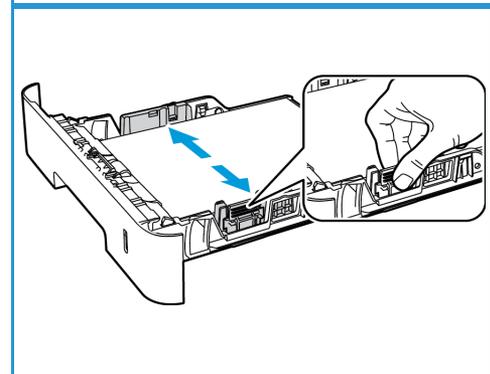
   Note: The settings made from the printer driver on your computer override the settings on the control panel.

Using the Manual Feed Slot

The manual feed slot is located on the front of your machine. It can be closed when not in use, making the product more compact. Use the manual feed slot to print transparencies, labels, envelopes, or postcards in addition to making quick runs of paper types or sizes that are not currently loaded in the paper tray.

When using the manual feed slot for special media it may be necessary to use the rear cover for the output. For further information, refer to Media Output Locations.

Acceptable print media is plain paper from 3.0 x 5.0 inches to 8.5 x 14 inches Legal (76 mm x 127 mm to 216 mm x 356 mm) and weighing between 16 lb and 58 lb (60 g/m² and 220 g/m²). For more media specifications, refer to Media Specifications.

Loading the Manual Feed Slot

1. Press to open the manual feed slot, located on the front of the machine.
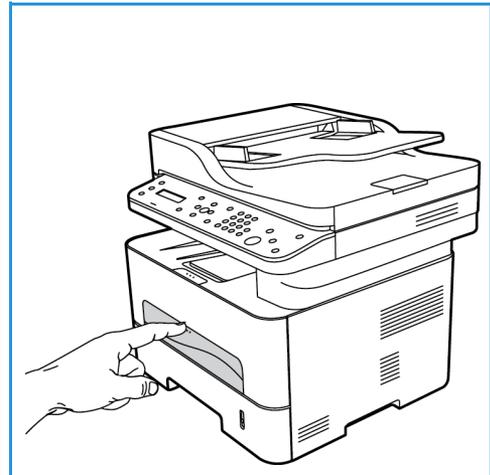
   Note: The manual feed slot holds 1 sheet of the following media: 20 lb (80 g/m²) plain paper, transparency, label, envelope, or cardstock.
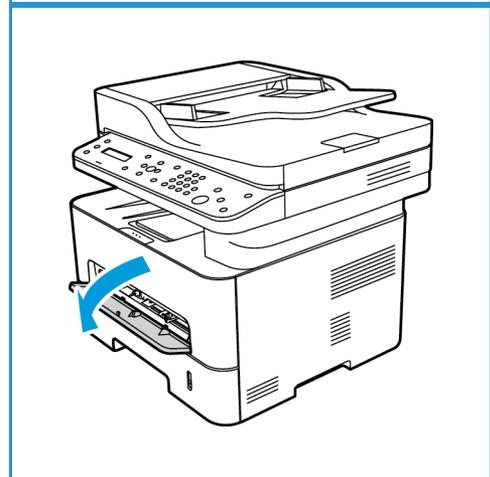
2. Load the print material between the width guides with the print side facing up.

   Note: Hold a transparency by the edge and avoid touching the print side.

3. Adjust the paper guide to the width of the print material.

   Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

4. When printing from your computer, ensure you select the **Paper** tab button to specify the correct paper size and type. For the source, you must select Manual Feeder. Not confirming the paper details may result in printing delays. For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.
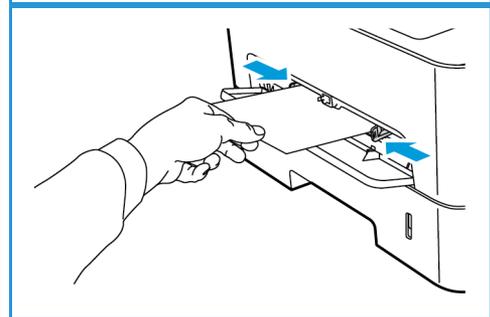
   Note: The settings made from the printer driver on your computer override the settings on the control panel.

Envelope Mode

1. Press to open the manual feed slot, located on the front of the machine.
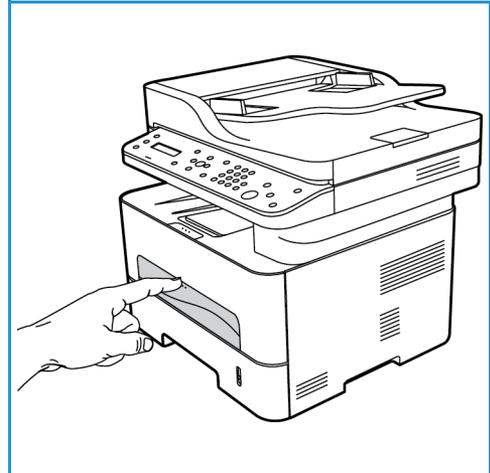
2. Remove any curl on the envelope before loading it into the manual feed slot.

   Note: For more information on media specifications, refer to Media Specifications.
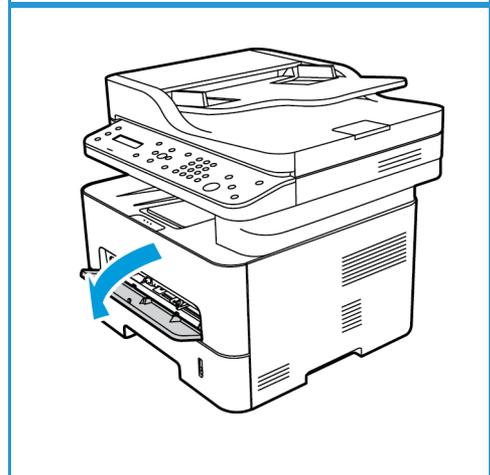
3. Load the envelope short edge feed and with the flap facing down as shown in the illustration.

4. Adjust the paper guide to the width of the print material.

   Note: If the media prints with curl, wrinkles, a crease, or black bold lines, open the rear cover and print again.

5. When printing from your computer, ensure you press the **Paper** tab to specify the correct paper size and type. For the source, you must select Manual Feed Slot. Not confirming the paper details may result in printing delays.
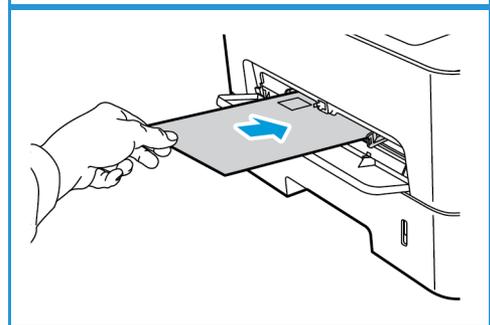
   Note: For information about setting the paper type and size on the control panel, refer to Setting Paper Size and Type.

   Note: The settings made from the printer driver on your computer override the settings on the control panel.

Setting Paper Size and Type

After loading paper in the paper tray, set the paper size and type using the control panel. These settings will apply to Copy and Fax modes. For computer printing, select the paper size and type in the application program you use on your computer.

> Note: The settings made from the printer driver on your computer override the settings on the control panel.

Alternatively, to change the paper size and type on your computer, select **Xerox Easy Printer Manager > 🖨 (Switch to advanced mode) > Device Settings**.

Setting the Paper Size

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**.
3. Press the up/down arrows to select **Paper Setup** and press **OK**.
4. Press the up/down arrows to select **Paper Size** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper size you want.
7. Press **OK** to save the selection.
8. Press **Back** until you return to Ready mode.

If you want to use special sized paper, select a custom paper size in the printer driver.

Setting the Paper Type

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**.
3. Press the up/down arrows to select **Paper Setup** and press **OK**.
4. Press the up/down arrows to select **Paper Type** and press **OK**.
5. Press the up/down arrows to select the paper tray you want and press **OK**.
6. Press the up/down arrows to select the paper type you want.
7. Press **OK** to save the selection.
8. Press **Back** until you return to Ready mode.

Setting the Paper Source

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to select **System Setup** and press **OK**.
3. Press the up/down arrows to select **Paper Setup** and press **OK**.
4. Press the up/down arrows to select **Paper Source** and press **OK**.
5. Press the up/down arrows to select **Copy Tray** or **Print Tray** and press **OK**.
6. Press the up/down arrows to select the paper tray you want.

7. Press **OK** to save the selection.
8. Press **Back** until you return to Ready mode.

Media Specifications

Media Guidelines

When selecting or loading paper, envelopes, or other special media please adhere to these guidelines:

- Attempting to print on damp, curled, wrinkled, or torn paper can cause paper jams and poor print quality.
- Use only high quality copier grade paper. Avoid paper with embossed lettering, perforations, or texture that is too smooth or too rough.
- Store paper in its ream wrapper until ready to use. Place cartons on pallets or shelves, not on the floor. Do not place heavy objects on top of the paper, whether it is packaged or unpackaged. Keep it away from moisture or other conditions that can cause it to wrinkle or curl.
- During storage, moisture-proof wrap (any plastic container or bag) should be used to prevent dust and moisture from contaminating your paper.
- Always use paper and other media that conforms to the specifications.
- Use only well-constructed envelopes with sharp, well creased folds:
    - DO NOT use envelopes with clasps and snaps.
    - DO NOT use envelopes with windows, coated lining, self-adhesive seals, or other synthetic materials.
    - DO NOT use damaged or poorly made envelopes.
- Only use the special media recommended for use in laser printers.
- To prevent special media such as transparencies and label sheets from sticking together, remove them from the rear cover as they are printed.
- Place transparencies on a flat surface after removing them from the machine.
- Do not leave the special media in the manual feed slot for long periods of time. Dust and dirt may accumulate on them resulting in spotty printing.
- To avoid smudging caused by fingerprints, handle transparencies and coated paper carefully.
- To avoid fading, do not expose the printed transparencies to prolonged sunlight.
- Store unused media at temperatures between 59°F and 86°F (15°C to 30°C). The relative humidity should be between 10 % and 70 %.
- When loading paper, do not fill above the Maximum Fill line indicated by the symbol $\nabla\!\nabla$.
- Verify that your labels' adhesive material can tolerate fusing temperature of 200°C (392°F) for 0.1 second.
- Ensure that there is no exposed adhesive material between labels.

⚠ **CAUTION:** Exposed areas can cause labels to peel off during printing, which can cause paper jams. Exposed adhesive can also cause damage to machine components.

- Do not feed a sheet of labels through the machine more than once. The adhesive backing is designed for one pass only through the machine.
- Do not use labels that are separating from the backing sheet or are wrinkled, bubbled, or otherwise damaged.

Media Types

Note: Some features may not be available on your model. Check your machine type in Getting Started.

The table below shows the media types supported for Copy, Print, or Fax for each tray for the following paper sizes:

- A4   8.27 x 11.69 inches (210 x 297 mm)
- Letter   8.5 x 11.0 inches (216 x 279 mm)
- Legal   8.5 x 14.0 inches (216 x 355 mm)
- Oficio   8.5 x 13.5 inches (216 x 343 mm)
- Folio   8.5 x 13.0 inches (216 x 330 mm)

Key:

O   Supported   **X**   Not Supported

Types	Supported Weights	Tray 1	Bypass Tray	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m²)	O	O	O
Thick	24 to 28 lb (91 to 105 g/m²)	O	O	O
Thicker	43 to 58 lb (164 to 220 g/m²)	X	O	X
Thin	16 to 18 lb (60 to 70 g/m²)	O	O	O
Cotton	20 to 24 lb (75 to 90 g/m²)	X	O	X
Colored	20 to 24 lb (75 to 90 g/m²)	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m²)	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m²)	O	O	O
Transparency (A4 / Letter only)	37 to 39 lb (138 to 146 g/m²)	X	O	X
Labels	32 to 40 lb (120 to 150 g/m²)	X	O	X
Card Stock	32 to 43 lb (121 to 163 g/m²)	O	O	X
Bond	28 to 32 lb (105 to 120 g/m²)	O	O	O
Archival	28 to 32 lb (105 to 120 g/m²) if you need to keep the print-out for a long period time, such as archives, select this option	O	O	X

The table below shows the media types supported for Print for each tray for the following paper sizes:

- JIS B5   7.17 x 10.12 inches (182 x 257 mm)

- ISO B5   6.93 x 9.84 inches (176 x 250 mm)

- Executive   7.25 x 10.50 inches (184.2 x 266.7 mm)

- A5   5.85 x 8.27 inches (148.5 x 210 mm)

- A6   4.13 x 5.85 inches (105 x 148.5 mm)

- Postcard   4 x 6 inches (101.6 x 152.4 mm)

- Monarch Envelopes   3.88 x 7.5 inches (98.4 x 190.5 mm)

- DL Envelopes   4.33 x 8.66 inches (110 x 220 mm)

- C5 Envelopes   6.38 x 9.02 inches (162.0 x 229 mm)

- C6 Envelopes   4.49 x 6.38 inches (114 x 162 mm)

- No.10 Envelopes   4.12 x 9.5 inches (105 x 241 mm)

Key:

  O   Supported   **X**   Not Supported

Types	Supported Weights	Tray 1	Bypass Tray	Duplex Unit
Plain	19 to 24 lb (70 to 90 g/m²)	O	O	X
Thick	24 to 28 lb (91 to 105 g/m²)	O	O	X
Thicker	43 to 58 lb (164 to 220 g/m²)	X	O	X
Thin	16 to 18 lb (60 to 70 g/m²)	O	O	X
Cotton	20 to 24 lb (75 to 90 g/m²)	X	O	X
Colored	20 to 24 lb (75 to 90 g/m²)	X	O	X
Preprinted	20 to 24 lb (75 to 90 g/m²)	X	O	X
Recycled	19 to 24 lb (70 to 90 g/m²)	O	O	X
Postcard	32 to 43 lb (121 to 163 g/m²) card stock	X	O	X
Envelopes	20 to 24 lb (75 to 90 g/m²)	X	O	X

Loading Documents

Documents can be loaded either into the automatic document feeder or onto the platen glass.

Note: Some features may not be available on your model. Check your machine type in Getting Started.

Automatic Document Feeder

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Move the document guide to just touch both sides of the document.
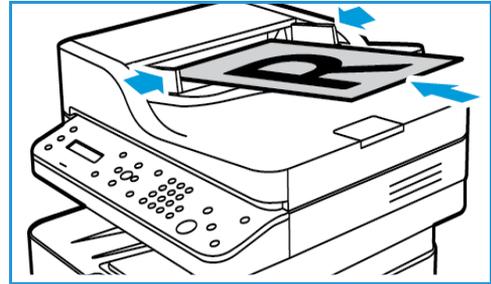
Platen Glass

The platen glass can be used for oversized, torn, or damaged originals, and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to Copy Options.

    Note: Documents are only scanned once even when several copies are selected.
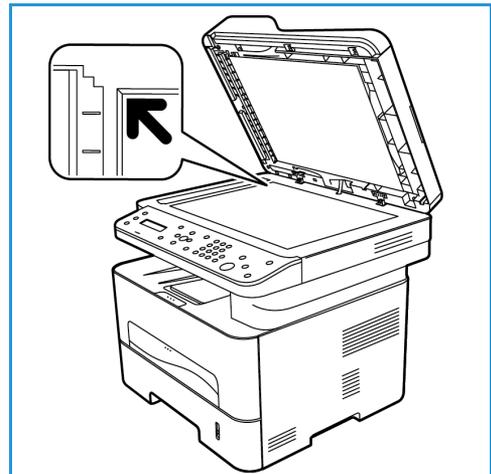
Media Output Locations

Note: Some features may not be available on your model. Check your machine type in Getting Started.

The machine has two output locations:

- Output tray, face down, up to a maximum of 120 sheets of 20 lb (80 g/m²) paper, 10 transparencies and 10 sheets of labels.
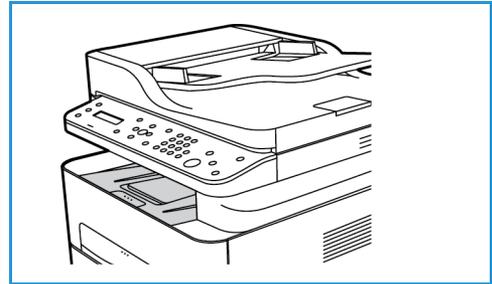
- Rear cover, face up, one sheet at a time.

The machine sends output to the output tray by default. If special media, such as envelopes, print out with wrinkles, curl, creases, or black bold lines, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs.

To use the output tray, make sure that the rear cover is closed.

Notes:

- If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
- To reduce paper jams, do not open or close the rear cover while the printer is printing.

Using the Rear Cover

When using the rear cover, paper comes out of the machine face up. Printing from the manual feed slot to the rear cover provides a straight paper path and might improve the output quality when printing on special media. Whenever the rear cover is open, the output is delivered there.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear cover open causes paper jams.
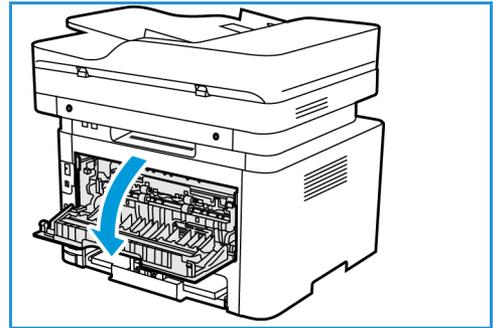
⚠ **CAUTION:** The fuser area inside the rear cover of your machine becomes very hot when in use. Take care when you access this area.

Print

4

This product produces high quality prints from electronic documents. You can access the printer from your computer by installing the appropriate printer driver. To access the many printer drivers which can be used with your machine, refer to the driver CD or download the latest versions from the Xerox Web site at www.xerox.com.

This chapter includes:
- Printing using Windows
- Xerox Easy Printer Manager (EPM)
- Printing using Macintosh
- Printing using Linux
- Printing using Unix

Printing using Windows

The following provides an overview of the print procedure and features available when printing using Windows.

Notes:

- Some options may be unavailable depending on your printer model and configuration.
- Images are representative only.

Print Procedure

Documents can be printed from your computer using the printer drivers supplied. The printer driver must be loaded on each PC which uses the machine for printing.

Note: When you select an option in Printing Properties or Preferences, you may see a warning mark ⊗ or ⚠. A ⚠ mark means you can select that certain option but it is not recommended, and a ⊗ mark means you cannot select that option due to the machine setting or environment.

1. Select **Print** in your application.
2. From the **Printer: Name** drop- down menu, select your machine.
3. Select **Properties** or **Preferences** to make your print selections on the individual tabs. For more information refer to the following:
   - Favorites Tab
   - Basic Tab
   - Paper Tab
   - Graphics Tab
   - Advanced Tab
   - Earth Smart Tab
   - Xerox Tab
4. Select **OK** to confirm your selections.
5. Select **OK** to print your document.

Favorites Tab

The **Favorites** tab lists lists default favorites and user-generated favorites.

The Favorites option, which is visible on each tab except for the Xerox tab, allows you to save the current preferences for future use.

To save a Favorites item, follow these steps:

1. Change the settings as needed on each tab.
2. Click **Save**.
3. Enter a name and a description, and then select the desired icon.

4.   Click **OK**. When you save Favorites, all current driver settings are saved.

To use a saved setting, select it in the Favorites tab. The machine is now set to print according to the settings you have selected.

To delete a saved setting, select it in the Favorites tab and click **Delete**.

> Note: Only user-generated favorites can be deleted.

Preview Tab

The **Preview** tab, in the right panel, is visible only on the Favorites tab. It displays a graphical summary of your selections.

Details Tab

The **Details** tab, in the right panel, is visible only on the Favorites tab. It displays a summary of the selected Favorite and notes incompatioable options.

Paper Tab

The **Paper** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a graphical summary of your selections.

Device Tab

The **Device** tab, in the right panel, is visible on each main tab except for the Favorites and Xerox tabs. It displays a summary of the device settings.

Printer Status

> Note: The Printer Status window and its contents shown in this user guide may differ depending on the machine or operating system in use.

The **Printer Status** option, which is visible on each tab, monitors and informs you of the machine status. The Xerox Printer Status dialog includes the following options:

Toner Level

You can view the level of toner remaining in each toner cartridge. The machine and the number of toner cartridge(s) shown in the window may differ depending on the machine in use. Some machines do not have this feature.

Option

You can set printing job alert related settings.

Order Supplies

You can order replacement toner cartridge(s) from online.

User's Guide

This button opens the user guide when an error occurs. You can then open the troubleshooting section in the user guide.

Basic Tab

The **Basic** tab provides selections for the print mode to use and options to adjust how the document appears on the printed page. These options include orientation settings, quality settings, layout options, and 2-sided printing settings.

> Note: Some options may be unavailable depending on your printer model and configuration.

Orientation

Orientation allows you to select the direction in which information is printed on a page.
- **Portrait:** Prints across the width of the page, letter style.
- **Landscape:** Prints across the length of the page, spreadsheet style.
- **Rotate 180 Degrees:** Allows you to rotate the page 180 degrees.

Layout Options

Layout Options allow you to select a different layout for your output. You can select the number of pages to print on a single sheet of paper. To print more than one page per sheet, the pages will be reduced in size and arranged in the order you specify.
- **Single Page Per Side:** Use this option if the layout does not require changing.
- **Multiple Pages Per Side:** Use this option to print multiple pages on each page. You can print up to 16 pages on one sheet. Select the number of images required on each side, the page order and if borders are required.
- **Poster Printing:** Use this option to divide a single-page document onto 4, 9 or 16 segments. Each segment will be printed on a single sheet of paper for the purpose of pasting the sheets together to form one poster-size document. Select **Poster 2x2** for 4 pages, **Poster 3x3** for 9 pages, or **Poster 4x4** for 16 pages. Then choose the overlap amount in mm or inches.
- **Booklet Printing:** This allows you to print your document on both sides of the paper and arrange the pages so that the paper can be folded in half after printing to produce a booklet.

Page Border: Use this option to select from a variety of borders for your output.

2-Sided Printing

You can print on both sides of a sheet of paper. Before printing, decide how you want your document oriented.

> Note: Some features may not be available on your model.

- **Printer Default:** If you select this option, this feature is determined by the settings made on the control panel of the printer.
- **None:** The document is printed single-sided.
- **Long Edge:** This is the conventional layout used in book binding.
- **Short Edge:** This is the type often used with calendars.
- **Reverse 2-Sided Printing:** The document is printed two-sided and the second side images are rotated 180 degrees.

Paper Tab

Use the **Paper Tab** options to set the basic paper handling specifications when you access the printer properties.

Copies

This allows you to choose the number of copies to be printed. You can select 1 to 999 copies.

Paper Options

- **Original Size**: This allows you to set the size of the original you are printing. If the required size is not listed in the Size box, select **Edit**: When the Custom Paper Size Settings window appears, set the paper size and select OK. The setting appears in the list so that you can select it.
- **Output Size**: This allows you to set the size of paper required for printing.
- **Percentage:** Use this option to change the contents of a page to appear larger or smaller on the printed page. Enter the scaling rate in the **Percentage** input box.
- **Source:** Use this option to select the paper tray required. Use Manual Feeder when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**, the printer automatically selects the paper source based on the requested size.
- **Type:** Set **Type** to correspond to the paper loaded in the tray selected. This will provide the best quality printout. If printing **Envelopes**, ensure **Envelope** is selected.
- **Advanced:** The advanced paper options allow you to select a different paper source for the first page of your document.
  - **First Page:** To have the first page printed on a different paper type from the rest of the document select the paper tray containing the paper required.
  - **Source:** Use this option to select the paper tray required. Use Manual Feeder when printing on special materials like envelopes and transparencies. If the paper source is set to **Auto Select**: The printer automatically selects the paper source based on the requested size.

Graphics Tab

Use the following options to adjust the print quality for your specific printing needs.

Quality

This option allows you to select **Standard** or **High Resolution** graphics.

Font/Text

- **All Text Black:** Select this check box to have all text in your document print in solid black, regardless of the color it appears on the screen.
- **Advanced:** Use this option to set font options. True Type fonts can be downloaded as Outline or Bitmap Images or printed as Graphics. Select the **Use Printer Fonts** option if the fonts do not require downloading and the printer fonts should be used.

Graphic Controller

- **Advanced**: Use this option to adjust the brightness and contrast levels.

Toner Saver

- Select **On** to save toner.

Advanced Tab

You can select **Advanced** output options for your document, such as watermarks or overlay text.

Watermark

This option allows you to print text over an existing document. There are several predefined watermarks that come with the printer which can be modified, or you can add new ones to the list.

Using an Existing Watermark

Select the required watermark from the **Watermark** drop-down list. You will see the selected watermark in the preview image.

Creating a Watermark

1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Enter a text message in the Watermark Message box. You can enter up to 40 characters. The message displays in the preview window. When the **First Page Only** box is checked, the watermark prints on the first page only.
3. Select the watermark options. You can select the font name, style, size, or shade from the **Font Attributes** section and set the angle of the watermark from the **Message Angle** section.
4. Select **Add** to add the new watermark to the list.
5. When you have finished editing, select **OK**.

Editing a Watermark

1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to edit from the **Current Watermarks** list and change the watermark message options.
3. Select **Update** to save the changes.
4. When you have finished editing, select **OK**.

Deleting a Watermark

1. Select **Edit** from the Watermark drop-down list. The **Edit Watermark** window appears.
2. Select the watermark you want to delete from the **Current Watermarks** list and select **Delete**.
3. Select **OK**.

Overlay

An overlay is text and/or images stored on the computer hard disk drive as a special file format that can be printed on any document. Overlays are often used to take the place of preprinted forms and letterhead paper.

Note: This option is only available when you use the PCL6 Printer Driver.

Creating a New Page Overlay

To use a page overlay, you must first create one containing your logo or another image.

1. Create or open a document containing text or an image for use in a new page overlay. Position the items exactly as you want them to appear when printed as an overlay.
2. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.
3. Select **Create** and type a name in the File name box. Select the destination path, if necessary.

4. Select **Save**. The name appears in the **Overlay List** box.

5. Select **OK**.

   Note: The overlay document size must be the same as the documents you print with the overlay. Do not create an overlay with a watermark.

6. Select **OK** on the **Advanced** tab page.

7. Select **OK** in the main **Print** window.

8. An Are you Sure? message displays. Select **Yes** to confirm.

Using a Page Overlay

1. Select the required overlay from the **Overlay** drop-down list box.

   If the overlay file you want does not appear in the overlay list, select the **Edit** button and **Load Overlay**, and select the **Overlay file**.

   If you have stored the overlay file you want to use in an external source, you can also load the file when you access the Load Overlay window.

   After you select the file, select **Open**. The file appears in the Overlay List box and is available for printing. Select the overlay from the Overlay List box.

2. If necessary, select **Confirm Page Overlay When Printing**. If this box is checked, a message window appears each time you submit a document for printing, asking you to confirm your wish to print an overlay on your document.

   If this box is not checked and an overlay has been selected, the overlay automatically prints with your document.

3. Select **OK**.

Deleting a Page Overlay

1. Select **Edit** from the Overlay drop-down list. The **Edit Overlay** window appears.

2. Select the Overlay you want to delete from the **Overlay List** box.

3. Select **Delete Overlay**. When a confirming message window appears, select **Yes**.

4. Select **OK**.

Output Options

Select the required Print order from the drop-down list box:

- **Normal:** All pages are printed.
- **Reverse All Pages:** Your printer prints all pages from the last page to the first page.
- **Print Odd Pages:** Your printer prints only the odd numbered pages of the document.
- **Print Even Pages:** Your printer prints only the even numbered pages of the document.

Select the **Skip Blank Pages** check box if you do not want blank pages to be printed.

To add a binding margin, select the **Manual Margin** check box and select **Details** to select the margin position and width.

Earth Smart Tab

The **Earth Smart** tab provides options to decrease the amount of energy and paper used in the printing process and displays a visual representation of the savings made.

> Note: This Tab option may be unavailable depending on your machine configuration.

Type

The **Type** drop-down list is used to select the main **Earth Smart** option for the printer.

- **None**: No energy or paper saving options are automatically selected.
- **Earth Smart Printing:** When this option is selected, **2 Sided Printing**, **Layout**, **Skip Blank Pages**, and **Toner Save** can be customized to suit requirements.
- **Printer Default**:This option automatically selects the printer default settings.

Result Simulator

This area of the **Earth Smart Tab** shows a visual representation of the estimated energy and paper savings based on the selections made.

Default Earth Smart PC Driver Print Settings

Printer	2-Sided	N-Up	Skip Blank Pages	Toner Save
WorkCentre 3215NI	Not available	2Up	On	On
WorkCentre 3225DN	Long Edge	2Up	On	On
WorkCentre 3225DNI	Long Edge	2Up	On	On

Default Earth Smart Copy Settings

Printer	2-Sided	N-Up	Skip Blank Pages	Toner Save
WorkCentre 3215NI	Not available	2Up	Not available	Not available
WorkCentre 3225DN	Long Edge	2Up	Not available	Not available
WorkCentre 3225DNI	Long Edge	2Up	Not available	Not available

Selecting the EarthSmart On-forced Option in CWIS

The **On-forced** option, available via CWIS, allows an administrator to prevent user changes to the Earth Smart settings.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter** on your keyboard.
3. Select **Login** at the top of the CentreWare Internet Services screen.

4. Enter the Administrator User Name (admin) and Password (1111), and select **Login**.

5. Select **Earth Smart OFF** (or ON) at the top of the screen to access Earth Smart.

6. In the Earth Smart Mode dialog, select **On-forced**.

7. Enter the Password.

8. Select **Apply**.

9. Select **OK**.

Xerox Tab

This tab provides version and copyright information as well as links to drivers and downloads, supplies ordering, and the Xerox Web site.

Xerox Easy Printer Manager (EPM)

Xerox Easy Printer Manager is a Windows-based application that combines Xerox machine settings into one location. Xerox Easy Printer Manager conveniently combines device settings as well as printing/scanning environments, settings/actions, Scan to PC, and Fax to PC. All of these features provide a gateway to conveniently use Xerox devices.

Xerox Easy Printer Manager installs automatically during driver installation.

Printing Using Macintosh

This section explains how to print using a Macintosh. You need to set the print environment before printing. Refer to Installation and Setup.

Printing a Document

When you print with a Macintosh, you need to check the printer driver setting in each application you use. Follow the steps below to print from a Macintosh.

1. Open the document you want to print.
2. Open the **File** menu and select **Page Setup** (**Document Setup** in some applications).
3. Choose your paper size, orientation, scale, and other options. Make sure that your machine is selected and select **OK**.
4. Open the **File** menu and select **Print**.
5. Choose the number of copies you want and indicate which pages you want to print.
6. Select **Print**.

Changing Printer Settings

You can use advanced printing features provided by your machine.

Open an application and select **Print** from the **File** menu. The machine name which appears in the printer properties window may differ depending on the machine in use. Except for the name, the composition of the printer properties window is similar to the following.

> Note: The setting options may differ depending on the printer and the Macintosh OS version.

TextEdit

This option allows you to print a header and footer.

Print Features

Set **Media Type** to correspond to the paper loaded in the tray from which you want to print. This will let you get the best quality printout. If you load a different type of print material, select the corresponding paper type.

Layout

The **Layout** option provides options to adjust how the document appears on the printed page. You can print multiple pages on one sheet of paper.

Two-Sided: Allows you to print a double -side document.

Reverse page orientation: Allows you to reverse the page orientation (rotate 180 degrees). For example, to print the top of a document on the left edge of the paper, select landscape orientation and select Reverse Page Orientation.

Paper Handling

This option allows you to to set these basic paper handling specifications: **Collate Pages**, **Pages to Print**, **Page Order**, **Scale to fit paper size**.

Cover Page

This option allows you to print a cover page before or after the document.

Supply Levels

This option shows the current toner level.

Graphics

This option allows you to select the printing resolution. The higher the setting, the sharper the clarity of printed characters and graphics. The higher setting also may increase the time it takes to print a document.

Printing Multiple Pages on One Sheet

You can print more than one page on a single sheet of paper. This feature provides a cost-effective way to print draft pages.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Pages**. In the **Pages per Sheet** drop-down list, select the number of pages you want to print on one sheet of paper.
3. Select the other options you want to use.
4. Select **Print**. The machine prints the selected number of pages you want to print on one sheet of paper.

Two Sided Printing

You can print on both sides of the paper.
1. From your Macintosh application, select **Print** from the **File** menu.
2. Select **Layout** from the drop-down list under **Orientation**.
3. Select **On** from the **Two Sided Printing** option.
4. Select the other options you want to use and select **Print**.

Using AirPrint

AirPrint is a software feature that allows for driverless printing from Apple iOS-based mobile devicesand Macintosh OS-based devices. AirPrint-enabled printers let you print directly from a Macintosh or from an iPhone, iPad, or iPod touch. For more information, refer to the topic AirPrint in Installation and Setup in this user guide.

Using Google Cloud Print

Google Cloud Print is a service that allows you to print to a printer using your smart phone, tablet, or any other web-connected devices. For more information, refer to the topic Google Cloud Print in Installation and Setup in this user guide.

Printing Using Linux

Printing from Applications

There are a lot of Linux applications that allow you to print using Common Unix Printing System (CUPS). You can print on your machine from any such application.

1. Open an application, and select **Print** from the **File** menu.
2. Select **Print** directly using lpr.
3. In the LPR GUI window, select the machine from the printer list and select **Properties**.
4. Change the print job properties using the following four tabs displayed at the top of the window.
   - **General**: This option allows you to change the paper size, the paper type, and the orientation of the documents. It enables the duplex feature, adds start and end banners, and changes the number of pages per sheet.
   - **Text**: This option allows you to specify the page margins and set the text options, such as spacing or columns.
   - **Graphics**: This option allows you to set image options that are used when printing image files, such as color options, image size, or image position.
   - **Advanced**: This option allows you to set the print resolution, paper source, and destination.
5. Select **Apply** to apply the changes and close the **Properties** window.
6. Select **OK** in the LPR GUI window to start printing.

   The Printing window appears, allowing you to monitor the status of your print job.

Printing Files

You can print many different file types on your machine using the standard CUPS utility, directly from the command line interface. However, the drivers package replaces the standard lpr tool with a much more user-friendly LPR GUI program.

To print any document file:

1. Type lpr <file_name> from the Linux shell command line and press **Enter**. The LPR GUI window appears.
2. When you type **only lpr** and press **Enter**, the **Select file(s) to print** window appears first. Select any files you want to print and select **Open**.
3. In the LPR GUI window, select your machine from the list, and change the print job properties.
4. Select **OK** to start printing.

Configuring Printer Properties

Using the Printer Properties window provided by the Printers configuration, you can change the various properties for your machine as a printer.

1. Open the **Unified Driver Configurator**.

   If necessary, switch to Printers configuration.
2. Select your machine on the available printers list and select **Properties**.

3. The **Printer Properties** window opens.

   The following five tabs display at the top of the window:

   - **General:** This option allows you to change the printer location and name. The name entered in this tab displays on the printer list in Printers configuration.
   - **Connection:** This option allows you to view or select another port. If you change the machine port from USB to parallel or vice versa while in use, you must re-configure the machine port in this tab.
   - **Driver:** This option allows you to view or select another machine driver. Selecting **Options** you to set the default device options.
   - **Jobs:** This option shows the list of Print jobs. Select **Cancel job** to cancel the selected job and select the **Show completed jobs** check box to see previous jobs on the job list.
   - **Classes:** This option shows the class that your machine is in. Select **Add to Class** to add your machine to a specific class or select **Remove from Class** to remove the machine from the selected class.

4. Select **OK** to apply the changes and close the Printer Properties window.

Printing Using Unix

Printing Files

After installing the printer, choose any of the images, text, PS to print.

1. Execute "printui <file_name_to_print>" command. For example, if you are printing "document1" use **printui document1** command.

   This will open the Unix printer driver Print Job Manager in which the user can select various print options.

2. Select a printer that has already been added.

3. Select the printing options from the window such as **Page Selection**.

4. Select how many copies are needed in **Number of Copies**.

5. Press **OK** to start the print job.

Configuring Printer Properties

The Unix printer driver Print Job Manager allows you to configure various print options using the printer **Properties** option. The following hot keys may also be used: **H** for Help, **O** for OK, **A** for Apply, and **C** for Cancel.

General Tab

- **Paper Size:** Set the paper size as A4, Letter, or other paper sizes, according to your requirements.
- **Paper Type:** Choose the type of the paper. Options available in the list box are Printer Default, Plain, and Thick.
- **Paper Source:** Select from which tray the paper is used. By default, it is Auto Selection.
- **Orientation:** Select the direction in which information is printed on a page.
- **Duplex:** Print on both sides of paper to save paper.
- **Multiple pages:** Print several pages on one side of the paper.
- **Page Border:** Choose any of the border styles (e.g., Single-line hairline, Double-line hairline)

Image Tab

In this tab, you can change the brightness, resolution, or image position of your document.

Text Tab

Use this tab to set the character margin, line space, or the columns of the actual print output.

Margins Tab

- **Use Margins:** Set the margins for the document. By default, margins are not enabled. The user can change the margin settings by changing the values in the respective fields. Set by default, these values depend on the page size selected.

- **Unit:** Change the units to points, inches, or centimeters.

Printer-Specific Settings Tab

Select various options in the **JCL** and **General** frames to customize various settings. These options are specific to the printer and depend on the PPD file.

Copy

5

This chapter includes:

Copy Procedure

This section describes the basic procedure for making copies:

- Load Documents
- Select the Features
- Enter the Quantity
- Start the Job
- Stop the Copy Job

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact your System Administrator.

Load Documents

Documents can be loaded either into the automatic document feeder or onto the platen glass.

> Note: Some options may be unavailable depending on your machine configuration.

Automatic Document Feeder

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Move the document guide to just touch both sides of the document.
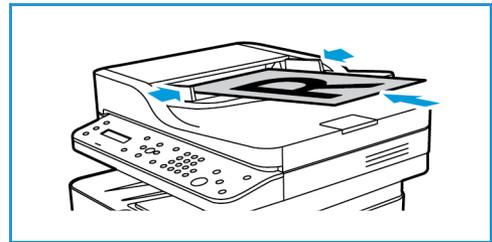
Platen Glass

The platen glass can be used for oversized, torn, or damaged originals, and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.

2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. For more information, refer to Copy Options.
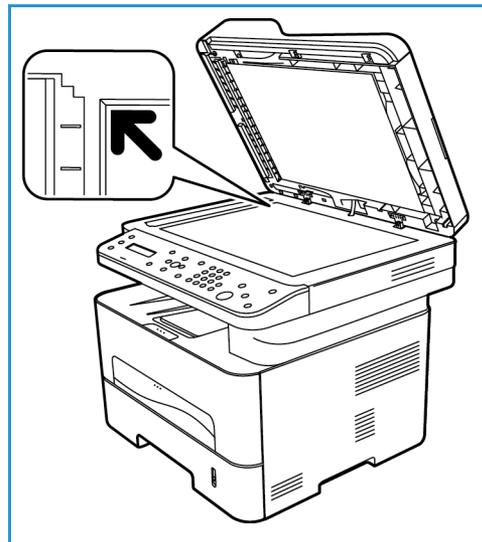
Select the Features

Various features can be selected for your copy job. Copy options are available through the **Menu** button. Once you have made a selection, press **Back** to return to the Ready screen.

Note: Some options may be unavailable depending on your machine configuration.

1. Press **Copy** on the control panel.

   The paper tray is the default paper supply. Open the manual feed slot to feed individual types of stock, for example, letterhead or labels for one-off jobs. For more information, refer to Paper and Media.

2. Press **Menu** on the control panel.

3. Press the up/down arrows to display the desired feature and press **OK**.

4. Press the up/down arrows to display the desired option and press **OK** to save your selections. For more information about programming options, refer to Copy Options.

5. Press **Back** to return to the top level menu.
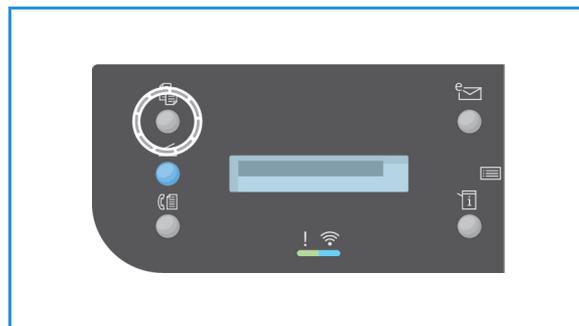
Enter the Quantity

Note: Some options may be unavailable depending on your machine configuration.

• The maximum copy quantity is 99.

- Use the keypad or the up/down arrows on the control panel to enter the number of copies required. The number entered is displayed in the lower right-hand corner of the display.

  Note: To cancel an incorrect entry, press **Clear All** and enter the correct quantity.

Start the Job

1. Press **Start**. Each document is scanned only once.
2. If using the document glass to scan 1-2 sided originals, the machine displays a message when ready to scan side 2. Continue scanning until all sides have been scanned.

   The images are scanned and the copy job is printed.

Stop the Copy Job

To cancel an active copy job, on the control panel, press **Stop**.

Copy Options

Your machine provides the following options to customize your Copy jobs. Use the **Menu** button to access the options.

Notes:

- Some options may be unavailable depending on your machine configuration.
- If you press **Clear All** while setting the Copy options, all of the options you have set for the current Copy job will be canceled and return to their default status after the machine completes the Copy job in progress.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	**A4** **A5** **B5 (JIS)** **Letter** **Executive** **Folio** (available only when an original is in the ADF) **Legal** (available only when an original is in the ADF)
Reduce/Enlarge	Originals can be reduced or enlarged between 25 % and 400 % .	**100 %**: Produces an image on the copies the same size as the image on the original. **Presets:** The 9 most commonly used reduce/enlarge percentages have been provided as preset options. These preset options can be customized by your System or Machine Administrator to meet individual needs. **Auto Fit:** Reduces or enlarges the image on the copies based on the size of the original and the size of the selected output paper. **Custom**. Use the keypad or the up/down arrows to enter the percentage required.
2 Sided		Select the required **2 Sided** option using the up/down arrows and press **OK**. **1→ 1 Sided:** Use this option for 1 sided originals when 1 sided copies are required. **1→ 2 Sided:** Use this option for 1 sided originals when 2 sided copies are required. **1→ 2 Sided, Rotate Side 2:** This option produces 2 sided copies from 1 sided originals and rotates 180 degrees every second side image. Use this option to create documents which can be read in a head to toe manner, for example, a calendar.

Feature	Description	Options
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Lighten +1 to +5**: Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • **Normal**: Works well with standard typed or printed originals. • **Darken +1 to +5**: Darkens the original in increments to the darkest setting of Darken +5; works well with light print.
Original Type	The Original Type setting is used to improve the image quality by selecting the document type for the originals.	• **Text**: Use for originals containing mostly text. • **Text/Photo**: Use for originals with mixed text and photographs. • **Photo**: Use when the originals are photographs.
Collation	Places printed pages in order.	• **On**: Defines the page sequence for printing. • **Off**: Select if collation is not required.
Layout	This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output, and produce documents which can be pasted together to make a poster.	• **Normal**: Select this option to match the layout of the originals. • **2 Up**: This feature is used to copy two documents, in a reduced size, onto one sheet of paper. • **4 Up**: This feature is used to copy four documents, in a reduced size, onto one sheet of paper. • **ID Card Copy**: The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. Refer to Using the Layout Options for instructions.
Adjust Bkgd.	Use to print an image without its background. This feature reduces or eliminates the dark background resulting from scanning colored paper or newspaper originals.	• **Off**: Select if Background Adjustment is not required. • **Auto**: Select to optimize the background. • **Enhance Lev 1 - 2**: Select a higher number for a more vivid background. • **Erase Lev. 1-4**: Select a higher number for a lighter background.

Using the Layout Options

This option is used to copy multiple documents onto one sheet of paper, copy from book originals, create booklet output, and produce documents which can be pasted together to make a poster.

Note: Some options may be unavailable depending on your machine configuration.

2 Up or 4 Up Copying

This feature is used to copy two or more documents, in a reduced size, onto one sheet of paper. It is ideal for creating handouts, storyboards, or documents used for archival purposes.

Note: Originals must be loaded in the automatic document feeder when using this feature.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to display **Layout** and press **OK**.
4. Select the option required:
   - **Normal:** Copies an original onto one sheet of paper.
   - **2 Up:** Copies two separate originals onto one sheet of paper.
   - **4 Up:** Copies four separate originals onto one sheet of paper.

   Note: For landscape originals, place the top of the document at the back of the feeder. For portrait originals, place the top of the document to the left.

5. Select **OK** to save your selections and press **Back** to return to the top level menu.
6. Load originals and press **Start**.
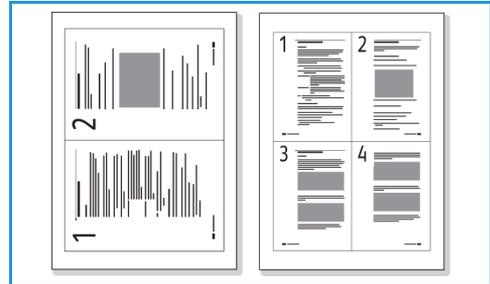
ID Copy

The machine prints one side of the original on the upper half of the paper and the other side on the lower half without reducing the size of the original. This feature is helpful for copying a small-sized item, such as a business card.

Note: This Copy feature is available only when you place originals on the platen glass. If the original is larger than the printable area, some portions may not be printed.

Your machine can print 2 sided originals on one sheet of A4, Letter, Legal, Folio, Executive, B5, A5, or A6 paper.

1. Press **Copy** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to select **Layout** and press **OK**.
4. Press the up/down arrows to select **ID Card Copy** and press **OK**.
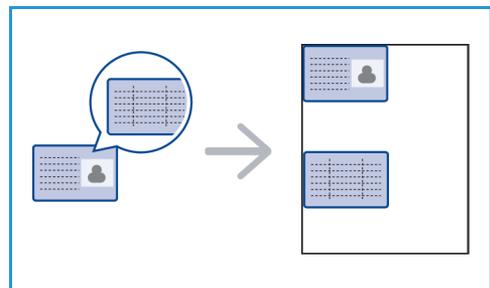
5. Press **Menu** to return to the top level menu.

6. Place the front side of the original face down on the platen glass, aligned with the tip of the registration arrow and close the automatic document feeder.

7. Press **Start**.

   Place Front Side Press OK appears on the display. Press **OK** on the control panel.

   Your machine begins scanning the front side and shows **Place Rear Side Press Start**.
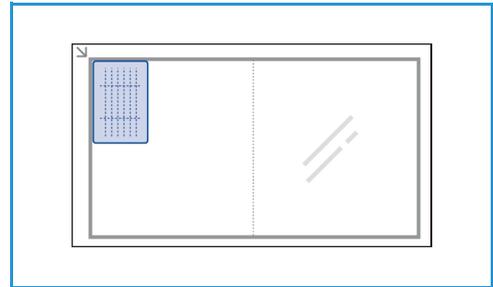
8. Turn the original over and place the rear side of the original face down on the platen glass and close the automatic document feeder.

9. Press **Start** on the control panel to begin copying.
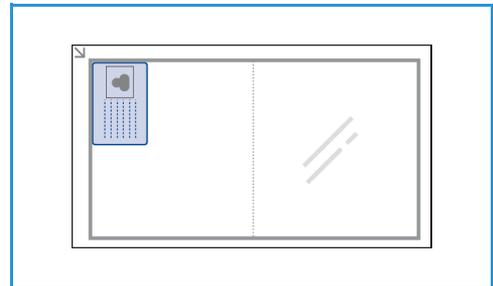
Media Output Locations

The machine has two output locations:

- Output tray, face down, up to a maximum of 120 sheets of 20 lb (80 g/m²) paper.

- Rear cover, face up, one sheet at a time.
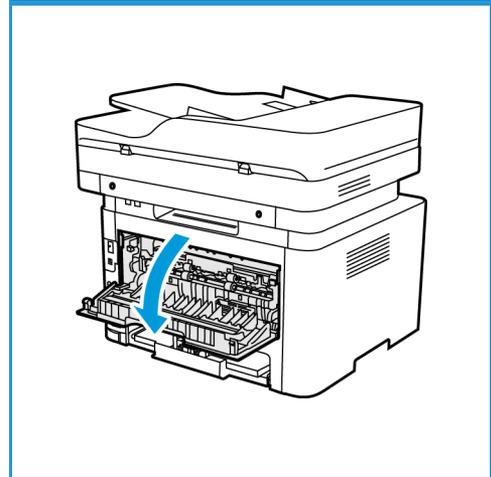
The machine sends output to the output tray by default. If special media, such as envelopes, print out with wrinkles, curl, creases, or black bold lines, the rear cover should be used for the output. Open the rear cover and keep it open while printing one sheet at a time.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear door open will cause paper jams.

Using the Output Tray

The output tray collects printed paper face down, in the order in which the sheets were printed. The output tray should be used for most jobs. When the output tray is full, a message displays on the control panel.

To use the output tray, make sure that the rear cover is closed.

Notes:

- If paper coming out of the output tray has problems, such as excessive curl, try printing to the rear cover.
- To reduce paper jams, do not open or close the rear cover while the printer is printing.

Using the Rear Cover

When using the rear cover, paper comes out of the machine face up. Printing from the bypass tray to the rear cover provides a straight paper path and might improve the output quality when printing on envelopes or special media. Whenever the rear cover is open, the output is delivered there.

Note: The rear cover output can only be used for simplex jobs. Duplex printing with the rear cover open causes paper jams.

⚠ **CAUTION:** The fuser area inside the rear cover of your machine becomes very hot when in use. Take care when you access this area.
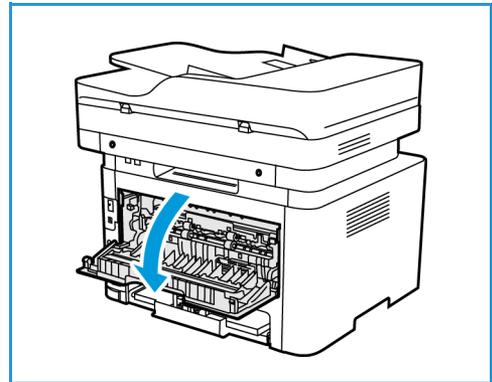
Scan

6

This chapter includes:

Scanning Overview

The Scan feature enables users to create a digital version of a hard copy document which can be sent to a computer over the network or through a USB connection. The document can be scanned in color, grayscale, or black and white, and the digital file can then be sent to a specified destination.

Before you begin the scan process, ensure that your machine has been set up for the scan function at install. For instructions on setting up and configuring the Scan function, refer to Installation and Setup.

This section provides instructions for scanning to a PC/network using one of three operating systems: Windows, Macintosh, or Linux. Follow the directions for the operating system appropriate to your computer system.

The following options are available from the Scan button on the control panel:

- **Scan to PC:** You can scan a document to a PC connected to the device in one of two ways:
    - **Local PC:** For scanning to a PC connected directly to the WorkCentre 3215/3225 via a USB cable. For Windows scanning, the Printer Driver with Easy Printer Manager must be installed on your PC prior to use. For Macintosh scanning, the Printer Driver with Image Capture or Xerox Scan Assistant must be installed.
    - **Network PC:** Use this option to scan data to a networked PC. For Windows, the Printer Driver with Easy Printer Manager must be installed on your PC prior to use. For Macintosh scanning, the Printer Driver with Image Capture or Xerox Scan Assistant must be installed.
- **Web Services for Devices (WSD):** Use this option to scan to applications or computers that support Microsoft's Web Services for Devices. This option was designed for Windows Vista and also works with Windows 7 and Windows 8. The WSD process initiates a scan and forwards it to an address designated by the Windows event, from your PC or from the machine.

    Note: Some options may be unavailable depending on your machine configuration.

Scan Process

The basic procedure for scanning using a PC connected to the WorkCentre 3215/3225 is:

At your computer:
- Ensure that the scan function is enabled at the WC3215/3225 and has established a connection with your computer

At the Xerox machine:
- Load the documents

At the Xerox machine OR at your computer
- Select the scan connection type: Local PC, Network PC, or WSD (Windows only)
- Select the scan destination
- Select the scan job features
- Start the job
- If necessary, stop the job.

Scanning Methods

Your machine offers the following ways to scan an image using a local connection:

- **TWAIN**: TWAIN drivers handle the communication between computer software and the scanning device. This feature can be used via a local connection or a network connection in various operating systems. Refer to Scan Using TWAIN.

- **WIA** (Windows Image Acquisition): To use this feature your computer must be connected to the machine via a USB cable and running Windows Vista or Windows 7. Refer to Scan Using WIA Driver.

Windows Scanning

Process Checklist

- Ensure the Scan function has been set up for your machine. See Installation and Setup for further details.
- Ensure Xerox Easy Printer Manager application is installed. This application is provided with the Xerox WC3215/3225 printer driver. Easy Printer Manager is an easy way to choose scan settings and manage machine operations.
- Once you have enabled the Scan function and set up your Scan settings, any scan job can be initiated from your computer or the Xerox machine once the original is placed in the scanner or ADF.
- If an authentication or security feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the System Administrator.

    Note: Some options may be unavailable depending on your machine configuration and the Scan features and destination selected.

Enable Scan to PC

1. At your computer, open the Xerox Easy Printer Manager application: Open the **Start** menu, select **Programs** or **All Programs**, select **Xerox Printers**, select **Xerox Easy Printer Manager**.
2. At the top of the Easy Printer Manager window, select the **Switch to Advanced Mode** button.
3. Select the **Scan to PC Settings** button at top of window.The **Scan to PC Settings** screen appears.
4. Select **Enable Scan from Device Panel.**
5. Select the scan features you will use in scanning to the machine in **Scan Settings:**
    - Output Color
    - Resolution
    - Original Size
6. Select your **File Settings**:
    - Save to: where on your computer you want your scanned file to be saved
    - File Format
    - Actions after Saving: notification when scanning complete and other options.
7. Click the **Image** tab to make further feature selections for **Scan Settings.**
8. Select **Save** at the bottom of screen to save your scan and file settings.

    Note: You can also select **Default** to set the machine to scan using the default settings.

    Note: These settings will be confirmed at the machine when you send the fax from the control panel.

Load Documents

Documents can be loaded either into the automatic document feeder or onto the platen glass.

Automatic Document Feeder

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Move the document guide to just touch both sides of the document.

Platen Glass

The platen glass can be used for oversized, torn, or damaged originals and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4 (depending on the country of installation). For other sized documents, change the **Original Size** option. Refer to Scan Options for further information.

Select the Scan Destination

When you select the Scan button on the left side of the control panel, two options appear in the user interface: **Scan to PC** and **Scan to WSD**.

When you select **Scan to PC**, you must choose the type of connection: **Local or Network PC**.

Note: If a computer is not connected to the machine via the USB port, the Scan to Local PC option will not appear in the user interface. Once you connect a computer to the machine via the USB, that option for scanning will appear.

Note: If you have not set up scan in Easy Printer Manager from your PC, your PC will not appear as a destination in the Scan Menu at the machine.

Scan to Local PC

To use Scan to Local PC, the machine must be connected to your PC or workstation via a USB cable. The scan driver must be installed on your PC prior to use. For driver installation instructions, refer to the Installation and Setup section.

1. Press the **Scan** button on the control panel.
2. **Scan to PC** appears in the user interface. Press **OK**.
3. Press the up/down arrows to select **Local PC**.
4. Press **OK**. If you see the **Not Available** message, check the port connection and/or scan setup.
5. Press the up/down arrows to select the scan destination you want and press **OK**.

Scan to Network PC

Make sure that your machine is connected to a network. Make sure the scan driver has been installed and scan has been enabled. For instructions, see Installation and Setup.

1. Press **Scan** on the control panel.
2. **Scan to PC** appears in the user interface. Press **OK**.
3. Press the up/down arrows to select **Network PC**.
4. Press **OK**. If you see the **Not Available** message, check the connection and/or setup.
5. In the Destination List that appears, press the up/down arrows to find the name of the computer that you want to receive the scan and press **OK**.

Scan to WSD

Using this option you can scan to applications or computers that support Microsoft's Web Services for Devices.

1. Press **Scan** on the control panel.
2. Press the up/down arrows to select **WSD** and press **OK**.
3. Scroll until the **Destination** you want appears and press **OK**.
4. At the **Profile List** prompt, which is confirming where you want your scan file stored on your computer, press the up/down arrows to select the correct location/event profile and press **OK**.

Select the Features

Once you have selected the mode of connection, you can select the features needed for your scan job.

Note: Some of the following options may be unavailable depending on your machine configuration and the scan method selected.

5. The following features are available through the machine's **Menu** button for *S*can to Local PC and Scan to Network PC, and also in your computer's Scan interface for each operating system.

Output Color	Sets the color mode of the scanned image: Color, Grayscale, or Black and White.
Resolution	Sets the image resolution: 100 dpi, 200 dpi, 300 dpi or 600 dpi. A higher resolution increases the file size.
Original Size	Set the size of the original(s) being scanned: Letter, Executive, A4, A5, B5 (JIS).
File Format	Sets the file format of the saved image: Multi-page PDF, Single-page PDF, Multi-page TIFF, Single-page TIFF, JPEG.

At the machine's user interface, scroll until the feature you want appears and then press **OK**. Select the setting required and press **OK**.

Start the Job

Once you have placed the document you wish to scan and chosen the job features, you can initiate the scan at either the machine or your PC.

1. Press the **Start** button at the machine OR at your PC.
2. Your machine begins scanning the original, and then asks if you want to scan another page.
3. To scan another page, press the up/down arrows to select **Yes** and press **OK**. Load an original and press **Start**. Otherwise, select **No** and press **OK**.

   The images are scanned and sent to the destination selected in the job.

Stop the Job

To cancel an active Scan job.

1. Press the **Stop** button on the control panel. The machine will stop scanning and delete the file and the job, and move on to the next job.

Macintosh Scanning

This section describes the basic procedure for scanning using a Macintosh computer running Mac OS X 10.5 or later:

- Load Documents
- Select the Scan Destination
- Select the Features
- Start the Job
- Stop a Job (if necessary).

Process Checklist

- Ensure the Scan function has been set up for your Xerox machine. See Installation and Setup for further details.
- Determine which application you will use to scan your documents. Ensure the application is loaded on your Macintosh computer and ready to use.
  - **Image Capture** is a Macintosh application that provides an easy way to choose scan settings and perform a scan job.
  - **Scan Assistant** is a Xerox utility that is automatically installed with the your Xerox Printer Driver. It provides an interface to select a scanner and to adjust Scan settings and start the scanning process directly from your computer.

  Note: Some options may be unavailable depending on your machine configuration and the Scan features and destination selected.

Load Documents

Documents can be loaded either into the automatic document feeder or onto the platen glass.

Automatic Document Feeder

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Move the document guide to just touch both sides of the document.

Platen Glass

The platen glass can be used for oversized, torn, or damaged originals and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.

2. The default document size is 8.5 x 11" or A4 (depending on the country of installation). For other sized documents, change the **Original Size** option. Refer to Scan Options for further information.

Enable Scan to PC

1. At your Macintosh computer, open the **Applications** folder and click **Image Capture**.

   Note: The following steps might vary, depending on your Mac OS version. These steps are for Mac OS 10.8. but may work in other versions, including 10.6 and later.

2. Find your device in the list in left column and click on it.

3. Select the features for the scan job from the **Scan Menu** on the right side of screen.

4. Set the scan options for your scan jobs by pressing **Save**.

   Note: These settings will be confirmed at the machine when you send the fax from the control panel.

Image Capture Scan Options

Scan Job Features	Settings
Scan Mode	Flatbed: From the platen glass Document Feeder
Kind	Text Black and White Color
Resolution	75 dpi - 600 dpi
Size	A4, Letter, Legal
Orientation	Portrait, Landscape, Reversed Portrait, Reversed Landscape
Scan To	Desktop Documents folder [Other folder names on device]
Name	Create a name for the scanned file
Format	JPEG, TIFF, PNG, JPEG 2000, GIF, BMP, PDF
Image Correction	None Manual: Brightness, Tint, Temperature, Saturation Restore Defaults

Select the Scan Destination

When you press the Scan button on the left side of the control panel, two options appear in the user interface: **Scan to PC** and **Scan to WSD**.

When you select **Scan to PC**, you must choose the type of connection: Local or Network PC.

Note: If a computer is not connected to the machine via the USB port, the Scan to Local PC option will not appear in the user interface. Once you connect a computer to the machine via the USB, that option for scanning will appear.

Note: If you have not set up enabled scanning to the Xerox machine from your computer, your Mac will not appear as a destination in the Scan Menu at the machine.

Scan to Local PC

To use Scan to Local PC, the machine must be connected to your PC or workstation via a USB cable. The scan driver must be installed on your PC prior to use. For driver installation instructions, refer to the Installation and Setup section.

At the machine:
1. Press **Scan** button on the control panel.
2. **Scan to PC** appears in the user interface. Press **OK**.
3. Press the up/down arrows to select **Local PC**.
4. Press **OK**. If you see the **Not Available** message, check the port connection and/or scan setup.
5. Press the up/down arrows to select the scan destination you want and press **OK**.

Scan to Network PC

At the machine:
1. Press **Scan** on the control panel.
2. Press the up/down arrows to select **Scan to PC**.
3. Press **OK**. If you see the **Not Available** message, check the connection and/or setup.
4. In the Destination List that appears, press the up/down arrows to find the name of the computer which you want to receive the scan and press **OK**.
5. Press the up/down arrows to select the **Scan Destination** you want and press **OK**.
6. Scroll through the Scan features to ensure they are the settings you need for the scan job: the Profile List, File Format, Output Color, Resolution, and Original size settings. If not, change the settings as needed. Press **OK**.

Start the Job

Once you have placed the document you want to scan and chosen the job features, you can initiate the scan at either the machine or your PC.
1. Press the **Start** button at the machine OR select **Scan** in Image Capture at your computer.
2. Your machine begins scanning the original, and then asks if you want to scan another page.

3. To scan another page, press the up/down arrows to select **Yes** and press **OK**. Load an original and press **Start**. Otherwise, select **No** and press **OK**.

 The images are scanned and sent to the destination selected in the job.

 Note: If scanning does not operate in **Image Capture**, update Mac OS to the latest version. **Image Capture** operates correctly in Mac OS X 10.4.7 or higher.

Stop the Job

To cancel an active Scan job.

1. Press the **Stop** button on the control panel. The machine will stop scanning and delete the file and the job, and move on to the next job.

Linux Scanning

You can scan a document using the Unified Driver Configurator window. Make sure that the machine is powered on and connected to your computer via USB cable, or connected to the network. Install the scan driver. Follow the install instructions provided with your driver.

Scanning

1. Double-click the **Unified Driver Configurator** on your desktop.
2. Click the button to switch to Scanners Configuration.
3. Select the scanner in the list.
   - If you use only one machine device and it is connected to the computer and turned on, your scanner appears in the list and is automatically selected.
   - If you have two or more scanners connected to your computer, you can select any scanner to work at any time. For example, while acquisition is in progress on the first scanner, you may select the second scanner, set the device options, and start the image acquisition simultaneously.
4. Click **Properties**.
5. Load originals face up into the automatic document feeder, or place a single original face down on the platen glass.
6. From the **Scanner Properties** window, click **Preview**.

   The document is scanned and the image preview appears in the **Preview Pane**.
7. Drag the pointer to set the image area to be scanned in the **Preview Pane**.
8. Change the scan options in the **Image Quality** and **Scan Area** sections.
   - **Image Quality:** This option allows you to select the color composition and the scan resolution for the image.
   - **Scan Area:** This option allows you to select the page size. The **Advanced** button enables you to set the page size manually.

   If you want to use one of the preset scan option settings, select the option from the Job Type drop-down list.
9. Click **Default** to restore the default setting for the scan options.
10. When you have finished, click **Scan** to start scanning.

    The status bar appears on the bottom left of the window to show you the progress of the scan. To cancel scanning, click Cancel.

    The scanned image appears.
11. When you are finished, click **Save** on the toolbar.
12. Select the file directory where you want to save the image and enter the file name.
13. Click **Save**.

Job Type Settings

You can save your scan option settings for later use.

Saving a New Job Type Setting

1. Change the options from the Scanner Properties window.
2. Click **Save As**.
3. Enter the name for your setting.
4. Click **OK**.

Your setting is added to the **Job Type** drop-down list.

Deleting a Job Type Setting

1. Select the setting you want to delete from the **Job Type** drop-down list.
2. Click **Delete**.

The setting is deleted from the list.

Using the Image Manager

The **Image Manager** application provides you with menu commands and tools to edit your scanned image. Use the following tools to edit the image:

Tools	Name	Function
	Save	Saves the image.
	Undo	Cancels your last action.
	Redo	Restores the action you canceled.
	Scroll	Allows you to scroll through the image.
	Crop	Crops the selected image area.
	Zoom Out	Zooms the image out.
	Zoom In	Zooms the image in.
	Scale	Allows you to scale the image size; you can enter the size manually, or set the rate to scale proportionally, vertically, or horizontally.

Tools	Name	Function
	Rotate	Allows you to rotate the image; you can select the number of degrees from the drop-down list.
	Flip	Allows you to flip the image vertically or horizontally.
	Effect	Allows you to adjust the brightness or contrast of the image, or to invert the image.
	Properties	Shows the properties of the image.

For further details about the Image Manager application, refer to the on screen help.

Scan Using TWAIN

If you want to scan documents using other software, you will need to use TWAIN compliant software, such as Adobe Photoshop. Follow the steps below to scan with TWAIN compliant software.

1. Make sure that the machine is connected to your computer and powered on.
2. Install the TWAIN driver. Follow the install instructions provided with your driver.
3. Load originals face up into the automatic document feeder, or place a single original face down on the platen glass.
4. Open an application, such as Adobe Photoshop.
5. Open the TWAIN window and set the scan options.
6. Scan and save your scanned image.

Scan Using WIA Driver

Your machine also supports the Windows Image Acquisition (WIA) driver for scanning images. WIA is one of the standard components provided by Microsoft Windows and works with digital cameras and scanners.

Note: For this machine, the WIA driver works only on Windows Vista/7.0/8.0 with a USB port.

1. Make sure that the machine is connected to your computer and powered on.
2. Install the WIA driver. Follow the install instructions provided with your Xerox machine's driver.
3. Load originals face up into the automatic document feeder, or place a single original face down on the platen glass.
4. Scan the originals using the following instructions:

   Windows Vista
   a. From the **Start** menu, select **Control Panel > Scanners and Cameras**.
   b. Double-click **Scan a document or picture**. The **Windows Fax and Scan** application appears. You can select **View scanners and cameras** to view the scanners.
   c. If there is no **Scan a document or picture** instruction visible, open the **MS Paint** program and from the **File** menu click **From Scanner or Camera**.
   d. Select **New Scan**. The scan driver displays. Choose your scanning preferences.
   e. Select **Scan**.

   Windows 7
   a. From the **Start** menu, select **Control Panel > Devices and Printers**.
   b. Click the right mouse button on the device driver icon in **Printers and Faxes > Start Scan**. **New Scan** application appears.
   c. Choose your scanning preferences.
   d. Select **Scan**.

Scan Using WIA Driver

Fax

7

This chapter includes:

Overview

Your Xerox multifunction machine offers a wide selection of Fax capabilities and features. This section provides instruction on how to use them effectively.

Before you begin any of the processes in this section, check that the Fax functionality was set up at installation and the communications pathways enabled. See Installation and Setup for further information.

Changing Fax Defaults Using CentreWare Internet Services

During machine installation and setup, Default settings were established for the machine functions, including Fax. To change one or more of these Fax settings after install, go to either Easy Printer Manager or CentreWare Internet Services, following the instructions below.

1. **For CentreWare:** At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar. Press **Enter**.

    If you don't know the IP address, go to your **Easy Printer Manager** (in your Start menu) and select the printer for which you are changing features. When the printer page opens, click on **Machine Settings** tab. You will be redirected to CentreWare Internet Services. Follow the steps below to complete this process.

2. At the CentreWare page for your machine, select **Properties**.

3. If prompted, enter the **Administrator User Name** (admin) and **Password** (1111), and select **Login**. Click **Properties**.

4. In the **Machine Settings** link, select the Fax link on the left navigation pane.

5. Select the **General** link on the left navigation pane.

6. In the **Change Default** area, for the features listed, the setting shown is the machine default. If you would like to change your machine's default for any setting, click on the pull-down menu and choose the feature setting you want.

    Note: Users can change these feature settings in any fax job; once the job is over, the machine goes back to the Default setting.

Fax Procedure: Sending a Fax

This section describes the basic procedure for sending a fax. Follow the steps below to send a fax.

- Load the Documents
- Select the Features
- Enter the Fax Number
- Start the Job
- Check the Job Status
- To Stop a Fax Job
- Fax Confirmation

Note: Refer to Installation and Setup for information on setting up the Fax function.

Load the Documents

Documents can be loaded either into the automatic document feeder (ADF) or onto the document glass. If there are documents in both, those in the ADF will be scanned first.

Automatic Document Feeder

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Adjust the document guides if necessary so that they just touch both sides of the document.

Platen Glass

The platen glass can be used for oversized, torn, or damaged originals and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4 (depending on the country). For other sized documents, be sure to change the **Original Size** option when programming the job.

   Note: Documents are only scanned once even when several destinations or copies are selected.

Once you have placed the documents you want to fax in the machine, you can program the rest of the fax job from the machine or from your computer using Easy Printer Manager or CentreWare Internet Services. See below for steps for each method.
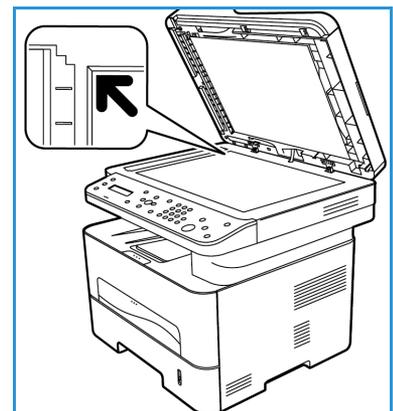
Select the Features

Fax features can be selected for each fax job. They were set up at installation of the machine as defaults; if you want to change those defaults for a particular job, follow the steps below. If you want to use the default settings for image quality, resolution, and original size, and are sending a basic fax to one location, you can skip this step. After the fax job, the machine will return to the default settings.

You can choose the fax features needed for your fax job by following these steps.

From the Machine:

1. Press the **Fax** button.
2. Press the **Menu** button.
3. Using the up/down arrows, select the **Fax Features** menu.
4. Scroll through the features and select the settings required for your fax job.
5. To select a feature, press **OK**.
6. Then scroll to find the option you need within that feature or to select **Yes** or **No**. Press **OK**. The machine will respond that the feature has been saved for that job.
7. Press the **Back** button to return to the Features menu and continue selecting features for the job.
8. When you have selected all the features for your job, press **OK**.

   The following **Fax Features** are available through the **Menu** button.

Lighten/Darken	This provides manual control to adjust the lightness or darkness of the scanned images.
Resolution	A higher resolution produces better quality for photos. A lower resolution reduces communication time.
Original Size	This option allows you to specify the size of the image to be scanned.
Multi Send	You can use this feature to send a fax to multiple locations.
Delay Send	Use to set your machine to send a fax at a later time.
Priority Send	Use when a high priority fax need to be sent ahead of reserved operations.
Forward Send/Receive	You can set the machine to forward a received or sent fax to another fax or to a networked PC.
Secure Receive	Use to restrict printing of received faxes when the machine is unattended.
Add Page	Use to add additional documents to a delayed fax job which is saved in memory.
Cancel Job	Cancel a delayed fax stored in the machine's memory.

From Your Computer:

From CentreWare: At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar. Press **Enter**. From the CentreWare Internet Services page for your machine, select **Properties**, then **General**, then **Fax**. Make the changes needed to each feature. Click **Apply** when you are done.

From Easy Printer Manager: Open Easy Printer Manager in your **Start** menu. Select the printer for which you are changing features. When the printer page opens, click on **Machine Settings** tab. You will be redirected to CentreWare Internet Services. Follow the steps below to complete this process.

Enter the Fax Number

1. The UI on the control panel should say

Fax 1: _____
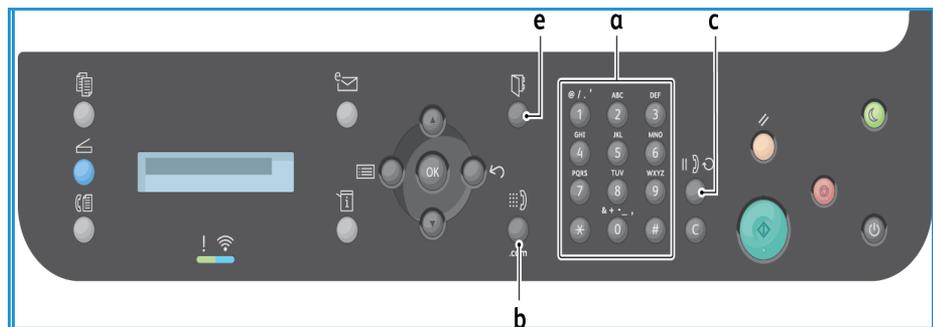
2. Enter the recipient's fax number by:
   a. **Keypad Dial**: Enter the number using the keypad when the machine prompt **Fax 1:_____** displays.
   b. **Manual Dial:** Press the **On Hook** button to hear a dial tone before entering the fax number.
   c. **Redial**: Press the **Redial** button on the right side of the control panel to automatically dial the last fax number (or numbers) used. Scroll through the list to select the number.
   d. **Speed Dial**: For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the keypad. For a two or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button.
   e. **Address Book:** Select the **Address Book** button to access the address book and select a **Speed Dial** or **Group Dial** entry to add to the recipient list. Refer to Address Book section for instructions on setting up and using the Address Book.

Start the Job

1. At the machine, press the **Start** button. (For initiating a fax job from your PC, see Fax from PC.)
2. The machine scans the originals, dials the entered number(s), and attempts to connect with the remote fax machine. Once connected, the machine sends the fax job.

If the number you have dialed is busy or there is no answer when you send a fax, the machine automatically redials the number every three minutes, up to seven times according to the factory default settings.

Note: Your machine's default setting may have been changed during installation and setup. You can change it now if you wish by following these steps.

To change the time interval between redials and the number of redial attempts:

a. Select **Machine Status** button, then scroll to **Fax Setup**. Press **OK**.

b. Scroll to **Sending**. Press **OK**.

c. Scroll to **Redial Times**. Press **OK**. Set the number of times you want the machine to redial to attempt to send the fax. You can choose up to 13 times. Press **OK**.

d. Scroll to **Redial Term**. Press **OK**. Set the number of minutes between redial attempts. You can set it for up to 15 minutes between redials. Press **OK**.

e. If the display shows **Retry Redial?** press **OK** to redial the number without waiting. To cancel the automatic redialing, press **Stop**.

f. To get confirmation that the fax was sent, follow the steps below to print a confirmation report.

Fax Confirmation

- When the last page of your original has been sent successfully, the machine beeps and returns to Ready mode.
- To print a confirmation report for the last fax sent, follow these steps:
  - Press the **Machine Status** button.
  - Scroll to **Info Pages** and press **OK**.
  - Scroll to **Fax Confirm** and press **OK**.
  - Scroll to **Print**. Press **OK** to print a Confirmation page that includes a reduced image of the first page of the fax.
- When initiating a Fax from your PC, a message may appear on your PC after the fax has been delivered to its destination, if you selected **Notify me of delivery** on the Fax options page, depending on the application and operating system. From Easy Printer Manager, you can also opt to have an email sent to you confirming that your fax job was completed.
- If something goes wrong while sending your fax, an error message appears on the display. If you receive an error message, press **Stop** to clear the message, fix the problem, and try to send the fax again. For further assistance, see Fax Problems.
- You can also set your machine to print a confirmation report automatically each time a fax is sent.
  - Press the **Machine Status** button, then scroll to **System Setup**. Press **OK**.
  - Scroll to **Machine Setup**. Press **OK**.
  - Scroll to **Confirm**. Press **OK**.

To Stop a Fax Job

To cancel an active fax job, press the red **Stop** button on the control panel.

To cancel a **Delayed Fax** job follow these steps:

1. Press the **Fax** button on the control panel.
2. Press the **Menu** button. Scroll to **Fax Feature**. Press **OK**.
3. Scroll to **Cancel Job**. Press **OK**.
4. Scroll to the job you wish to cancel. Press **OK**.
5. Answer **are you sure?** with **Yes** by pressing **OK**.
6. The message display states that the job has been cancelled.

Fax Send Options

Your machine provides the following options to customize your fax jobs. You can access them at the machine; some of these features can also be accessed from your computer via Xerox Easy Printer Manager or Xerox CentreWare Internet Services. See the chart below to determine the access options for each feature.

- See the pages following the chart for details of these features and how to use them.
- Some options may be unavailable depending on your machine configuration.
- Once your job is completed, the options you have set for the current fax job will be returned to default status

To access the features noted below at the computer OR to change the default settings for these features, follow the steps for online access at Changing Default Settings.

Feature	Description	Options
Lighten/Darken **Access:** at machine, at computer	Adjusts the lightness or darkness of the output.	• **Lighten +1 to +5:** Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • **Normal**: Works well with standard typed or printed originals. • **Darken +1 to +5:** Darkens the original in increments to the darkest setting of Darken +5; works well with light print.
Resolution **Access:** at machine, at computer	Resolution affects the appearance of the fax at the receiving fax terminal. A higher resolution produces a better quality image. A lower resolution reduces communication time.	• **Standard**: Recommended for text documents. It requires less communication time, but does not produce the best image quality for graphics and photos. • **Fine**: Recommended for line art and photos. This is the default resolution and the best choice in most cases. • **SuperFine**: Recommended for use with high quality photos and graphics. • **Photo Fax**: Recommended for originals containing shades of gray or photographs. • **Color Fax:** Recommended for originals with colors. Sending a color fax is enabled only if the remote fax machine supports color fax reception and you send the fax manually. In this mode, memory transmission is not available. Note: When your machine is set to Super Fine resolution and the remote fax machine does not support Super Fine resolution, the machine transmits using the highest resolution mode supported.

Feature	Description	Options
Original Size **Access:** at machine, at computer	Allows you to specify the size of the image to be scanned.	• **A4** • **A5** • **B5 (JIS)** • **Letter** • **Executive**
Multi Send **Access:** at machine	Use the Multi Send feature to send a fax to multiple locations.	• **Fax 1**: Use this option to enter the first fax number. • **Fax 2 - 10**: You can send a fax to up to 10 addresses. One of them can be a group address f rom Address book. Refer to Multi Send for instructions.
Delay Send **Access:** at machine	Sets your machine to send a fax at a later time when you will not be present.	Refer to Delay Send for instructions.
Priority Send **Access:** at machine	Use when a high priority fax needs to be sent ahead of reserved or current operations.	• **Job Name**: Enter a name for the job using the keypad (optional). Refer to Priority Send for instructions.
Forward **Access:** Forward to PC only from computer, Forward to Fax at machine and from computer	Sets the machine to forward all received or sent faxes to an additional fax or a PC destination.	• **Fax**: Use this option to forward every fax received or sent to an additional fax number not in the job list. • PC: Use this option to forward all received or sent faxes to a networked PC. • Once you enable this feature, it occurs for every fax job until you disable the feature. Refer to Fax Forward for instructions.
Secure Receive **Access:** at machine, at computer	Use to prevent your received faxes from being accessed by unauthorized people. In Secure Receive mode, all incoming faxes go into memory and can be printed by entering a 4-digit password.	• **On**: Use this option to activate Secure Receive. • **Off**: Use this option to deactivate Secure Receive. • **Print**: Use this option to print the faxes received into memory. If a 4-digit password was set when activating Secure Receive, this password will be required to print the faxes. Note: This option only appears when there are stored jobs to print. • Refer to Fax from PC for instructions.
Add Page **Access:** at machine	Use to add additional pages to a Delayed Fax job which is saved in memory.	Refer to Adding Documents to a Delayed Fax for instructions.
Cancel Job **Access:** at machine	Use to cancel a Delayed Fax job which is saved in memory.	Refer to Cancelling a Delayed Fax for instructions.

Multi Send

You can use the Multi Send feature to send a fax to multiple locations.

- The fax is automatically stored in memory and then transmitted from memory to the fax destinations entered.
- You can enter up to 10 addresses in one transmission with this feature. One of the destinations can be a group address of up to 200 destinations from the machine's Address book. The total number of recipients can thus be 209.
- After transmission, the job is automatically erased from memory.
- You cannot send a color fax using this feature.

Follow these steps at the machine to use the Multi Send feature:

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. At the **Fax Features** menu, press the up/down arrows to scroll to **Multi Send** and press **OK**.
4. The message prompt **Fax 1:** _____ appears. Enter the number of the first receiving fax machine and press **OK**. You can select speed dial numbers or a group dial number using the Address book button. For details, see Address Book.

   Note: Once you have entered a group dial number, you cannot enter any more group dial numbers.

5. The machine will prompt you for a second fax number. Enter the recipient fax number and press **OK**.
6. After the second recipient fax is entered, the machine displays: **Another fax number?** Select the answer that fits your job, **Yes** or **No**, and press **OK**. To enter more fax numbers, press **OK** when **Yes** is highlighted and repeat the steps. You can add up to 10 addresses.

   When you have finished entering fax numbers, scroll to select **No** at the **Another No.?** prompt and press **OK**.

7. Load originals and press **Start** to start the job. The machine begins scanning the originals and storing the data into memory.

   If using the document glass to scan more than one original, select **Yes** in the display prompt to add another page. Load another original and press **OK**.

   When you have finished, select **No** at the **Another Page?** prompt.

The machine sends the fax to the numbers you entered in the order in which you entered them.

Delay Send

You can set your machine to send a fax at a later time when you will not be present. Use this feature to transmit faxes during off-peak hours or to another country or time zone.

- Once you program the machine to send a delayed fax, it will be listed in the Scheduled Jobs list. To see the Scheduled Jobs list, press Machine Status, at Info Pages press OK. Scroll to find Scheduled Jobs. Select OK, then scroll to Print. Press Ok to print the list of scheduled jobs, including delayed faxes.
- You cannot send a color fax using this feature.

Follow these steps at the machine to program a Delayed Fax:

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. At the **Fax Features** menu, press the up/down arrows to scroll to **Delay Send** and press **OK**.
4. Enter the number of the receiving fax machine and press **OK**.

    You can select speed dial numbers or a group dial number by pressing the **Address Book** button. For details on setting up those addresses, see Address Book.

    The display asks you to enter another fax number. To enter more fax numbers, press **OK** when **Yes** appears and repeat the steps. You can send to up to 10 addresses; only one can be a group address.

    Note: Once you have entered a group dial number, you cannot enter any more group dial numbers.

    When you have finished entering fax numbers, scroll to select **No** at the **Another No.?** prompt and press **OK**.

5. Enter the **Job Name** you want and press **OK**. If you do not want to assign a name, skip this step.

    For details on how to enter alphanumeric characters, refer to Using the Keypad.

6. Enter the time the fax should be sent using the number keypad and press **OK**. If you set a time earlier than the current time, the fax will be sent at that time on the following day.
7. Load originals and press **Start.** The machine will begin storing the scanned original data into memory.

    Note: if you load your original at start of programming the job, the job will begin automatically after you enter the time and press OK.

    If using the document glass to scan more than one original, select **Yes** to add another page. Load another original and press **OK**.

    When you have finished, select **No** at the **Another Page?** prompt.

The machine returns to Ready mode when the fax has been scheduled. The display reminds you that you are in Ready mode and that a delayed fax is scheduled.

Adding Documents to a Delayed Fax

At the machine, you can add additional documents to the Delayed Fax job which is saved in memory.

1. Load the originals to be added and select the fax settings required.
2. Press **Fax** on the control panel.
3. Press **Menu** on the control panel.
4. At the Fax Features menu, press the up/down arrows to scroll to **Add Page** and press **OK**.
5. Press the up/down arrows until the fax job you want appears and press **OK**.
6. Press **Start**.

    If adding more than one page, select **Yes** at the **Another Page?** prompt. Load another page and press **OK**.

    When you have finished, select **No** at the **Another Page?** prompt. The machine stores the page. Job programming is complete when you see the Fax prompt.

Canceling a Delayed Fax

You can cancel a Delayed Fax job which is saved in memory at the machine.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. At the **Fax Features** menu, press the up/down arrows to scroll to **Cancel Job** and press **OK**.
4. Press the up/down arrows until the fax job you want appears and press **OK**.

   Press **OK** when **Yes** appears to confirm and cancel the job.

   The selected fax is deleted from memory.

Priority Send

This function is used when a high priority fax needs to be sent ahead of other fax jobs in memory or other machine operations. The fax original is scanned into memory and immediately transmitted when the current operation is finished.

Follow these steps at the machine to send a priority fax job.

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to scroll to **Priority Send** and press **OK**.
4. Enter the number of the receiving fax machine and press **OK**.

   You can enter a speed dial number or a group dial number or use the Address Book to find a number by pressing the Address Book button. For details, see Address Book.
5. Enter the job name you want and press **OK**. If you do not want to assign a name, skip this step.

   For details on how to enter alphanumeric characters, refer to Using the Keypad.
6. Load originals and press **Start**.

   If an original is placed on the platen glass, select **Yes** at the **Another Page?** prompt. Load another original and press **OK**.

   When you have finished, select **No** at the **Another Page?** prompt. The machine scans and sends the fax to the destination entered.

Other Fax Send Options

These features can be changed in CentreWare Internet Services.

Feature	Description
Redial Term	From the Redial Term drop-down menu select the minutes for the term of each redial.
Redial Times	From the Redial Times drop-down menu select the amount of times you want the machine to re-dial.

Feature	Description
Prefix Dial	If your telephone system requires you to enter a prefix in front of fax numbers, check the Prefix Dial box and enter prefix dial details in the Prefix Dial field.
ECM Mode	Check the ECM Mode checkbox to enable Error Correction Mode.
Fax Confirmation	Prints a confirmation page after each fax sent/received. From the Fax Confirmation drop-down menu select one of the send report options. •Off •On - prints a report when a fax has been sent. •On-Error - prints a report when an error occurs.

Fax Receive Options

This section covers the following:

- Fax Receive Modes
- Changing the Receive Mode
- Secure Receive Option
- Other Fax Receive Settings

Fax Receive Modes

You have several choices for how you want to receive faxes with this machine:

- **Fax:** Where the machine answers an incoming fax call and immediately goes into fax reception mode, according to the features you have set up on the machine.
- **Tel:** Receives a fax when you press [on hook dial button] and then Start, where you are at the machine.
- **Answering machine**: Where you have an answering machine connected to the machine which is set up to answer faxes as they come in.
- These options are accessible at the machine through the Fax Setup process, as described below.

Another option, **Distinctive Ring Pattern Detection or DRPD**, requires a special telephone company service on your phone line and is accessible in the System Setup menu on your machine (see procedure below). With DRPD, you program your fax machine to recognize particular rings as fax machines sending faxes. See Distinctive Ring Mode for instructions on how to set up and use this fax receive option.

Changing the Receive Mode

The Receive mode was set up at installation of your machine. To change the mode:

1. Press the **Info** button on the control panel. Scroll to **Fax Setup** and press **OK**.
2. Scroll to **Receiving**. Press **OK**.
3. Scroll to **Receive** mode. Press **OK**.
4. Select the mode you want to use by scrolling through the list. Press **OK**.

   Note: To set up a DRPD receive mode requires different steps, as described below.

The modes are described below.

Fax Mode

Faxes will be received as they come in and either printed immediately, forwarded, and/or saved, depending on the features you have setup as defaults on your machine.

Since your machine is a multi-tasking device, it can receive faxes while you are making copies or printing. If you receive a fax while you are copying or printing, your machine stores the incoming fax in its memory. Then, as soon as you finish copying or printing, the machine automatically prints the fax.

Tel Mode

In this mode, you must be at the machine. You can receive a fax call by pressing the **On Hook Dial** button to open the fax line; you will hear a dial tone. Press **Start** when you hear a fax tone from the remote machine. The machine begins receiving a fax. If a handset is available you can answer calls using the handset.

Ans/Fax Mode

To use this mode, you must attach an answering machine to the EXT socket on the back of your machine. If your machine detects a fax tone on the line, it automatically starts to receive the fax. If your answering machine detects a person leaving a message, it saves the message.

Notes:

- If you have set your machine to this mode and your answering machine is switched off, or no answering machine is connected to EXT socket, your machine automatically goes into Fax mode after a predefined number of rings.
- If your answering machine has a user-selectable ring counter, set the machine to answer incoming calls within 1 ring.
- If you are in Tel mode when the answering machine is connected to your machine, you must switch off the answering machine. otherwise, the outgoing message from the answering machine will interrupt your phone conversation.

Distinctive Ring Mode

Distinctive Ring is a telephone company service which enables a user to use a single telephone line to answer several different telephone numbers. The particular number someone uses to call you is identified by different ringing patterns, which consist of various combinations of long and short ringing sounds. This feature is often used by answering services who answer telephones for many different clients and need to know which number someone is calling in on to properly answer the phone.

Using the Distinctive Ring Pattern Detection (DRPD) feature, your fax machine can learn the ring pattern you designate to be answered by the fax machine. Unless you change it, this ringing pattern will continue to be recognized and answered as a fax call, and all other ringing patterns will be forwarded to the extension telephone or answering machine plugged into the EXT socket. You can easily suspend or change DRPD at any time by disabling the DRPD fax receive mode.

Before using the DRPD option, Distinctive Ring service must be installed on your telephone line by the telephone company. To set up DRPD, you will need another telephone line at your location, or someone available to dial your fax number from outside.

For information about setting up DRPD, refer to Setting Up DRPD.

Using Secure Receive

You may need to prevent your received faxes from being accessed by unauthorized people. In secure receive mode, all incoming faxes go into memory until they are accessed and released for printing. A 4-digit pincode can be set to prevent faxes being printed by unauthorized users. If Secure Receive mode is deactivated, any faxes stored in memory are automatically printed.

Note: Some options may be unavailable depending on your machine configuration.

Activating Secure Receive

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to **Secure Receive** and press **OK**.
4. Press the up/down arrows to **On** and press **OK**.
5. Enter the four-digit pincode you want to use and press **OK**.

   You can activate secure receive mode without setting a pincode, but this will not protect your faxes.
6. Re-enter the pincode to confirm it and press **OK**.

When a fax is received in secure receive mode, your machine stores it in memory and shows **Secure Receive** to let you know that a fax has been received in that mode.

Printing Secure Faxes

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to **Secure Receive** and press **OK**.
4. Press the up/down arrows to **Print** and press **OK**.
5. If required, enter the four-digit pincode and press **OK**.

The machine prints all of the faxes stored in memory.

Deactivating Secure Receive Mode

1. Press **Fax** on the control panel.
2. Press Menu on the control panel.
3. Press the up/down arrows to highlight **Secure Receive** and press **OK**.
4. Press the up/down arrows to highlight **Off** and press **OK**.
5. If required, enter the four-digit pincode and press **OK**.

The mode is deactivated and the machine prints all faxes stored in memory.

Other Fax Receive Settings

These options can be accessed at the machine or at the computer.

Feature	Description
Receive Mode	• Tel - receives a fax when user manually accepts via On Hook button or handset. • Fax - answers an incoming fax call and immediately goes into the fax reception mode. • Ans/Fax - select when an answering machine is attached to the machine.
Ring to Answer	Determines the number of times the calling fax machine should ring before your machine answers.
Stamp Receive Name	Check the Stamp Receive Name checkbox to enable the machine to print a page number and the date and time of receipt on the bottom of each page of a received fax.
Receive Start Code	Initiates fax reception from an extension phone plugged into the socket on the back of the machine. Select the required start code from the menu (the default is 9).
Auto Reduction	Select to automatically reduce large documents received to fit on the fax paper size of your machine.
Discard Size	Select to automatically reduce large documents received to fit on the fax paper size of your machine.
Two-sided fax printing	Select to enable printing of two-sided faxes at your machine.

Fax Forward Sent/Received

You can set the machine to forward all received and/or sent faxes to another fax or to a networked PC. This feature may be useful if you are out of the office but have to receive faxes, for example, or if you want to archive a copy of transmissions.

When you forward a fax to a PC, you must use CentreWare Internet Services to set up the destination details. You can forward a fax to one destination. Refer to CentreWare Internet Services for instructions.

Note: Some options may be unavailable depending on your machine configuration.

Forwarding Sent Faxes

You can set the machine to forward a copy of every fax sent. The forward destination can be another fax number. When this feature is enabled, a copy of all sent faxes will be forwarded to the destination set until the option is deactivated. To deactivate Fax Forward, see the steps below.

To Enable Fax Forward Send from machine:

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to scroll to **Send Forward** and press **OK**.
4. Select the option required:

   Fax

   a. Scroll to **Forward to Fax** and press **OK**.
   b. Scroll to **On** and press **OK**.
   c. Enter the fax number to which faxes are to be sent and press **OK**.

To Enable Fax Forward Send from CentreWare Internet Services:

1. At your workstation, open the web browser and enter the **IP Address** of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the **Administrator ID** (admin) and **Password** (1111), and select **Login**. Click **Properties**.
5. In the **Machine Settings** link select the Fax link on left navigation.
6. Select the **Send Forward** link on left navigation.
7. Click **Enable** in the **Fax Forward to Fax** area.
8. Enter a **Forward No.** and select **Apply**.
9. All faxes sent from your machine will also send (forward) a copy of the fax to the number you entered here.

Forwarding Received Faxes

You can forward all faxes received by your machine to another fax number or a networked PC. If this feature is enabled, when the machine receives a fax, it is stored in memory and then sent immediately to the destination you have set. All received faxes will continue to be forwarded to the destination until the option is deactivated. To deactivate Fax Forward, refer to Deactivating Fax Forward below.

To Enable Fax Forward Receive from the machine:

1. Press **Fax** on the control panel.
2. Press **Menu** on the control panel.
3. Press the up/down arrows to scroll to **Rcv. Forward** and press **OK**.
4. Select the option required: **Forward to Fax, Forward to PC, Forward and Print**
   a. **Forward to Fax**: Scroll to **On** and press **OK**. Enter the fax number to which faxes are to be sent and press **OK.**
   b. **Forward to PC:** Scroll to **On** and press **OK**.
   c. **Forward and Print:** Scroll to **On** and press **OK**.

   Note: Forward and Print will cause the device to print the fax locally as well as forward, using whatever forwarding method had been enabled.

To Enable Fax Forward Receive from CentreWare Internet Services:

1. At your workstation, open the web browser and enter the **IP Address** of the machine in the Address Bar. Press **Enter**.
2. Select **Properties**.
3. If prompted, enter the **Administrator ID** (admin) and **Password** (1111), and select **Login**.
4. Click **Properties**.
5. In the **Machine Settings** link select the **Fax** link.
6. Select the **Receive Forward** link.
7. Click **Enable** in the **Fax Forward to Fax** area.
8. Enter the fax number to which you want the fax to be forwarded: **Forward No**.
9. Enter a **Start Time** and **End Time**; these include both date and time.
10. If you want to forward the fax copy to a PC, click that **Enable** box.
11. If you want to have the forwarded fax printed on receipt, click **Enable** for that option.
12. Select **Apply**.

To Enable Fax Forward Receive to PC:

1. At your workstation, open the web browser and enter the **IP Address** of the machine in the Address Bar. Press **Enter**.
2. Select **Properties**.
3. If prompted, enter the **Administrator ID** (admin) and **Password** (1111), and select **Login**.
4. Click **Properties**.
5. In the **Machine Settings** link select the **Fax** link.

6. Select the **Send Forward** link.

7. Click **Enable** in the **Fax Forward to PC** area.

8. Enter the PC address to which you want the fax to be forwarded.

9. Enter a **Start Time** and **End Time**; these include both date and time.

10. Select **Apply**.

Deactivating Fax Forward

Follow the steps below to deactivate the Fax Forward option.

From the machine:

1. Press **Fax** on the control panel.

2. Press **Menu** on the control panel.

3. Press the up/down arrows to scroll to **Fax Feature** and press **OK**.

4. Scroll to **Forward** and press **OK**.

5. Scroll to **Fax**, and press **OK**.

6. Scroll to **Send Forward** or **Receive Forward** and press **OK**.

7. Scroll to **Off** and press **OK**.

To Disable Fax Forward from CentreWare Internet Services:

1. At your workstation, open the web browser and enter the **IP Address** of the machine in the Address Bar.

2. Press **Enter**.

3. Select **Properties**.

4. If prompted, enter the **Administrator ID** (admin) and **Password** (1111), and select **Login**.

5. On the CentreWare Internet Services page, click **Properties**.

6. In the **Machine Settings** link, select the **Fax** link.

7. Select the **Send Forward** or **Receive Forward** link, whichever one you want to disable.

8. Click the check box in the appropriate feature's Enable box to r**emove check** and disable feature.

9. Select **Apply**. The Fax Forward feature will no longer be active at your machine.

    Note: When you disable Receive Forward, your machine will return to the default Receive mode you have set up--Fax, Tel, Ans/Fax or DRPD.

Fax from PC

You can send a fax from your PC without going to the machine with your hard copy original. With this convenient feature, you send your file to the fax machine as you do a print job, and then the machine sends out your file as it does a fax job.

To send a fax from your PC you will need to install the PC-Fax software and customize the software settings. Refer to Installation and Setup for these setup instructions.

To send a fax from the PC:

1. Open the document you want to send.
2. Select **Print** from the File menu.
   The Print window is displayed. It may look slightly different depending on your application.
3. Select **Xerox MFP PC Fax** from your printer list in the **Name** drop-down list box.
4. Select **Printer Properties**.
5. **Select OK**. The **Fax Properties** screen displays.

Two choices are offered:

- **Specify fax options before sending:** Use to set image quality parameters, add a cover page and message before sending the fax.
   - Select this option, select the **Address Book** you wish to use (from your PC), click **OK**, and Print window reappears. Click **OK**.
   - The **Fax Options** page appears.
   - Check that the correct printer is identified at top. If not, select **Change** at right and select the printer you want.
   - Select a **Recipient** from the pull-down menu, or type in a recipient address, or click the Address Book button to search for an address. You can specify up to 15 recipients.
   - Choose the **Quality** option: Standard or Fine. Choose the **Original Type**: Text, Text/Photo, or Photo.
   - To add a **Cover page** and message, select the check box. Fill in the text fields for the Cover page.
- **Automatically send to:** Use to send the fax without creating a cover or making further option selections.
   - Select this button.
   - Select the **Add** button to add new recipients, either by directly typing names and fax numbers or by adding names from the relevant address book (from your PC). You can select up 15 addresses.
   - If you want to know that the fax has been delivered to the destination fax, click **Notify me on delivery.** For a preview of your document, including the cover page, click **Preview**.
   - Click **OK** to send the document from your PC to your fax machine, which will fax the document to the destination fax or faxes listed.

Fax from PC

E-mail

8

The WorkCentre 3215/3225 E-mail feature creates a digital file from your hard copy original, and sends it to the e-mail address you have designated. You can scan the originals and send the scanned images to several destinations from the machine by e-mail.

This chapter includes:
- E-mail Procedure
- E-mail Options

E-mail Procedure

If E-mail has been enabled, an electronic file can be created from a hard copy original. The electronic file can be e-mailed to a specified address.

> Note: Refer to Installation and Setup for instructions on enabling E-mail.

This section describes the basic procedure for e-mailing. Follow the steps below.

- Loading documents
- Enter the e-mail address
- Select the features
- Start the job
- Stop the e-mail job (if necessary)

> Note: Some options may be unavailable depending on your machine configuration.

If an authentication feature is enabled, you may need an account before using the machine. To get an account, or for more information, contact the *System Administrator*.

Loading Documents

Documents can be loaded either into the automatic document feeder or onto the platen glass.

Automatic Document Feeder

The automatic document feeder can hold a maximum of 40 originals of 20 lb (80 g/m²) thickness.

1. Load documents to be scanned face up in the input tray of the automatic document feeder with the top of the document to the left of the tray.
2. Move the document guide to just touch both sides of the document.

Platen Glass

The platen glass can be used for oversized, torn, or damaged originals and for books and magazines.

1. Open the automatic document feeder and place single documents face down on the platen glass aligned with the rear left corner.
2. The default document size is 8.5 x 11" or A4. For other sized documents, change the **Original Size** option. Refer to E-mail Options for further information.
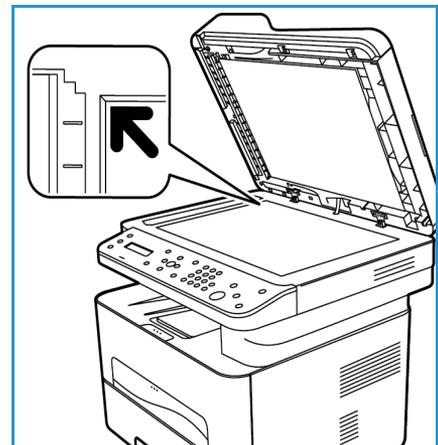
Enter the E-mail Address

1. Press the **E-mail** button on the control panel.

   If Authentication is enabled, enter your **Login ID** and **Password** (if required).

2. When **Enter From Address:** appears, enter the sender's e-mail address and press **OK**.

   Note: The administrator can set up the e-mail function in CWIS so that the user at the machine sees choices for the 'from' address.

   Note: Use orange C button to erase keyboard entry.

3. Enter **To address**. Press **OK**.

4. When **Another address?** prompt appears, choose appropriate response and press **OK**.

5. When **File Format** appears, scroll to select the file format you wish to send the document in via e-mail.

   If **Send to Myself?** appears, press the left/right arrows to select **Yes** or **No** and press **OK**.

6. When **Enter Destination Addresses:** appears, enter the recipient's e-mail address and press **OK**.

   - Use the **.com** button to add commonly used address text to the e-mail address, for example *.com* or *@yourdomainname.com*. Press the **.com** key repeatedly until the text required is displayed and press **OK**. The text is added to the address. The Smart Key text can be customized using CentreWare Internet Services, refer to Address Book for instructions.

   - E-mail addresses can also be added using the Address Book. (See Address Book for instructions.)

   - Press the down arrow and enter additional e-mail addresses if required and press **OK**.

7. If **File Format** appears, select the file format required and press **start.**
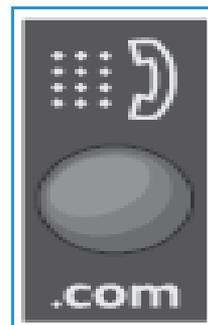
Select the Features

Various features can be selected for your e-mail job. The most common features are selected from the control panel. Once you have made a selection, press **Back** to return to the Ready screen.

1. The following features are available through the **Menu** button:

   Note: Some of the following options may be unavailable depending on your machine configuration.

Original Size	Use to set the size of the image being scanned.
Original Type	Used to improve the image quality by selecting the document type for the originals.
Resolution	Sets the image resolution. A higher resolution increases the file size.
Output Color	Sets the color mode of the scanned image.
Lighten/Darken	Provides manual control to adjust the lightness or darkness of the scanned images.

2. Press the up/down arrows until the feature you want displays and press **OK**. Select the setting required and press **OK**.

    For information about each of the options refer to E-mail Options on page 169.

Start the E-mail Job

1. Press the **Start** button.

    The images are scanned and sent to the e-mail address or addresses entered.

Stop the E-mail Job

Follow the steps below to cancel an active e-mail job.

1. Press the **Stop** button on the control panel.

Follow the steps below to cancel a queued e-mail job.

1. Press the **Job Status** button on the control panel to display the active jobs.
2. Scroll to select the job required, and press **OK**.
3. Select **Delete** and **OK**.
4. Select **Yes** to delete the job or **No** to return to previous screen.

E-mail Options

Your machine provides the following options to customize your E-mail jobs. Use the **Menu** button to access the options. For information about changing the default E-mail settings, refer to Installation and Setup.

Note: Some options may be unavailable depending on your machine configuration.

Feature	Description	Options
Original Size	Allows you to specify the size of the image to be scanned.	- A4 - A5 - B5 - Letter - Legal
Original Type	Used to improve the image quality by selecting the document type for the originals.	**Text**: Use for originals containing mostly text. **Text and Photo**: Use for originals with mixed text and photographs. **Photo**: Use when the originals are photographs.
Resolution	Affects the appearance of the scanned image. A higher resolution produces a better quality image. A lower resolution reduces communication time when sending the file over the network.	**600 dp**i: higher quality for text and line art, and recommended for photos and graphics. **300 dpi:** Recommended for high quality text documents that are to pass through *OCR* applications. Also recommended for high quality line art or medium quality photos and graphics. **200 dpi:** Recommended for average quality text documents and line art. Does not produce the best image quality for photos and graphics. **100 dpi:** Recommended for lower quality text documents or if a smaller file size is required.
Output Color	Select to produce black and white, grayscale or color output.	**Color**: Use to select color output from your original. **Grayscale**: Use if output is to be in shades of gray. **Black and White**: Use to select black and white output regardless of the color of your original.

| Feature	Description	Options
File Format	Determines the type of file created and can be temporarily changed for the current job. Select the file format you wish to use for your scanned image.	• **Single-TIFF (Tagged Image File Format):** Produces a graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned. • **Multi-TIFF**: Produces a single TIFF file containing several pages of scanned images. A more specialized software is required to open this type of file format. • **PDF (Portable Document Format):** Allows recipients with the right software to view, print or edit the electronic file, no matter what their computer platform. • **JPEG (Joint Photographic Experts Group):** Produces a compressed graphic file that can be opened by a variety of graphic software packages across a variety of computer platforms. A separate file is produced for each image scanned.
Lighten/Darken	Adjusts the lightness or darkness of the output.	• **Lighten +1 to +5:** Lightens the image in increments to the lightest setting of Lighten +5; works well with dark print. • **Normal**: Works well with standard typed or printed originals. • **Darken +1 to +5:** Darkens the original in increments to the darkest setting of Darken +5; works well with light print.

Address Book

9

This chapter includes:

Address Book Overview

With the convenient Address Book feature on the Xerox WorkCentre 3215/3225 you can have all the addresses you need at your fingertips for fax and e-mail jobs. Once the Address Book has been enabled during installation and setup, you can enter individual addresses, group addresses, and speed dial addresses and store them in your Address Book at the machine for repeated use during fax and e-mail jobs.

You can also search a global network address book from your machine if the LDAP function has been set up. See Installation and Setup for directions on how to set up and enable the Address Book for your machine.

Use the Address Book when you are sending a fax from the Xerox WorkCentre 3215/3225 to another fax machine, a PC, or an e-mail address. You can access and perform address functions in Address Book from either the machine's control panel or from your computer using CentreWare Internet Services (CWIS).
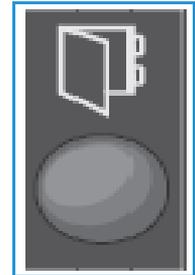
Key Address Book functions include:

- The Address Book can store up to 500 entries on the WorkCentre 3215/3225. Those include up to 200 Speed Dial numbers.
- You can search your local addresses or your network's global address book (if LDAP is set up).
- You can print out a list of all the address book entries from the Machine Status/Info Pages menu.
- You can use Address Book at the machine or from CentreWare Internet Services (CWIS).
- You can add addresses at any time from either the machine or CWIS.

Using Address Book From the Control Panel

From the Address Book button on the control panel you can:

- Search for addresses
- Add, delete, or edit addresses for Individuals, Fax Groups, or E-mail Groups
- Establish Speed Dial and Group Dial numbers for addresses
- Enter and use Smart Key addresses
- Print the Address Book.
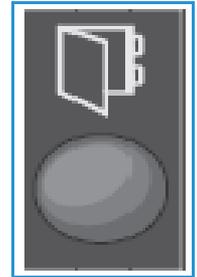
To use the Address Book in a fax or e-mail job from the machine's control panel, you must be in the appropriate function mode for the job. Select the fax or e-mail button **before** accessing the Address Book to find the addresses you need to perform the job.

Searching the Address Book

There are two ways to search for an address in the Address Book memory. You can either preview the entries sequentially or search by entering the first letters of the name associated with the address.

1. Press **Fax** or **E-mail** on the control panel depending on the type of job you want to do.
2. For E-mail, the From Address:_____ prompt appears. Press **OK**. The **Enter To Address: _____** field appears.

   For Fax, the **To: _____** prompt appears in the user interface.
3. Press the **Address Book** button on the control panel.
4. Press the up/down arrows to select either **Local** or **LDAP/Global**. Press **OK**.
5. Enter a few letters of the name you are searching for. The machine will return matching names.
6. Press the up/down arrows until the name and address you want displays and press **OK**.

Speed Dial Numbers

You can store up to 200 frequently-used fax or email addresses as speed dial numbers.

Registering a Speed Dial Number

1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **New & Edit** and press **OK**.
4. Press the up/down arrows to select **Speed Dial** and press **OK**.
5. Enter a speed dial number between 1 and 200 and press **OK**.

   If an entry is already stored in the number you choose, a message is displayed. To start over with another speed dial number, press **Back**. Enter another, unassigned speed dial number.
6. Enter the name you want assigned to that speed dial number and press **OK**.

   For details on how to enter alphanumeric characters, refer to Using the Keypad in Getting Started.

7. Enter the **fax or e-mail address** you want to assign to that speed dial number and press **OK**.
8. Press **Stop** to return to Ready mode.

Editing Speed Dial Numbers

1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **New & Edit** and press **OK**.
4. Press the up/down arrows to select **Speed Dial** and press **OK**.
5. Enter the speed dial number you want to edit and press **OK**.
6. Edit the details required:
   - Change the name and press **OK**.
   - Change the number/address and press **OK**.
7. Press **Stop** to return to Ready mode.

Using Speed Dial Numbers

When you are prompted to enter a destination number while sending a fax or e-mail, enter the speed dial number representing the stored number you want.
- For a one-digit (0-9) speed dial number, press and hold the corresponding digit button on the number keypad.
- For a two or three-digit speed dial number, press the first digit button(s) and then hold down the last digit button.

Group Dial Numbers

If you frequently send your documents to several destinations, you can group these destinations and set them under a group dial number. You can then use a group dial number to send a document to all of the destinations within the group. You can set up to 200 group dial numbers using the destination's existing speed dial numbers.

Registering a Group Dial Number

1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **New & Edit** and press **OK**.
4. Press the up/down arrows to select **Group Dial** and press **OK**.
5. Enter a group dial number between 1 and 200 and press **OK**.

   If an entry is already stored in the number you choose, the display shows a message to allow you to change it.
6. Enter the name you want and press **OK**.

   For details on how to enter alphanumeric characters, refer to Using the Keypad in Getting Started.
7. Enter the first few letters of the speed dial's name you want.

8. Press the up/down arrows until the name and number you want displays and press **OK**.
9. Press **OK** when **Yes** appears at the **Add Another?** prompt.

   Repeat the steps to add other speed dial numbers into the group.

   When you have finished, press the left/right arrows to select **No** at the **Add Another?** prompt and press **OK**.
10. Press **Stop** to return to Ready mode.

Editing a Group Dial Number

1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **New & Edit** and press **OK**.
4. Press the up/down arrows to select **Group Dial** and press **OK**.
5. Enter the group dial number you want to edit and press **OK**.
6. Enter the first few letters of the speed dial name in that group you want to add or delete.
7. Scroll until the name and number you want displays and press **OK**.

   If you entered a new speed dial number, **Add?** appears.

   If you enter a speed dial number stored in the group, **Delete?** appears.

   Press **OK** to add or delete the number.
8. Press **OK** when **Yes** appears to add or delete more numbers and repeat the steps.

   When you have finished, press the left/right arrows to select **No** at the **Another Number?** and press **OK**.
9. Press **Stop** to return to Ready mode.

Using Group Dial Numbers

To use a group dial entry, you need to search for and select it from memory.

When you are prompted to enter a destination number while sending a fax or e-mail, press Address Book.

There are two ways to search for a number in memory. You can either search from A to Z sequentially, or you can search by entering the first letters of the name associated with the number.

Searching Sequentially
1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **Search & Dial** and press **OK**.
4. Press the up/down arrows to select **Group Dial** and press **OK**.
5. Press the up/down arrows to select **All** and press **OK**.
6. Scroll until the name and number you want displays. You can search upwards or downwards through the entire memory in alphabetical order.

Searching using the Name

1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **Search & Dial** and press **OK**.
4. Press the up/down arrows to select **Group Dial** and press **OK**.
5. Press the up/down arrows to select **Search ID** and press **OK**.

    Enter the first few letters of the name you want.
6. Scroll until the group dial's name and number you want displays.

Deleting an Address Book Entry

1. Press **Fax or E-mail** on the control panel.
2. Press **Address Book** on the control panel.
3. Press the up/down arrows to select **Delete** and press **OK**.
4. Press the up/down arrows to select **Speed Dial** or **Group Dial** and press **OK**.
5. Scroll until the searching method you want displays and press **OK**.

    - Select **Search All** to search for an entry by scanning through all entries in **Address Book**.
    - Select **Search ID** to search for an entry by entering the first few letters of the name.
6. Scroll until the name you want displays and press **OK**.

    Or, enter the first letters. Scroll until the name you want displays and press **OK**.
7. Press **OK** when **Yes** appears to confirm the deletion.
8. Press **Stop** to return to Ready mode.

Smart Key Addresses

The Smart Key addresses enable you to quickly access and select commonly used e-mail address text from the .com button on the control panel. For example *.com* or *@yourdomainname.com*. Up to six Smart Key addresses can be set up using CentreWare Internet Services.

The Smart Key addresses are selected by pressing the **.com key** on the control panel.

When entering the e-mail address, press the **.com** key repeatedly until the address text required is displayed and press **OK**.

Printing the Local Address Book

1. Press the **Machine Status** button on the control panel.
2. Select **Information Pages** and press **OK**.
3. Press the up/down arrows to select **Address Book** and press **OK** at the print prompt. Your local Address Book listings will print from your machine.

Using Address Book in CWIS

You can use the address book from your PC through CWIS. Access numbers and initiate fax and e-mail jobs from your PC using addresses stored in your Xerox 3215/3225 Address Book.

From Address Book in CWIS you can:

- Search for addresses
- Add, delete, or edit addresses for Individuals, Fax Groups, or E-mail Groups
- Establish Speed Dial and Group Dial numbers for addresses.

Search for An Address

To search for an address in CWIS:

1. Access CWIS via **Easy Printer Manager** or by entering your machine's **IP address** in your browser window and pressing **Enter**.
2. From the CWIS home page, click **Address Book**.
3. Select the type of address you are seeking: Individual, Fax Group or E-mail Group.
4. Select the address from the list on screen. You can scroll through the Address Book or search by user name in the search window at the top of the list.

To Add an Address:

1. Select the type of address you want to add in the left column: **Individual, Fax Group or E-mail Group**.
2. When the list displays on screen, click **Add**.
3. Enter the information in the form to add a new person to the Address Book, or click on a listing in the display to add an existing address to a Group.
4. Assign the new address a Speed Dial number if you wish.
5. Click **Apply**. The address will appear in the desired list.

To Edit or Delete an Address

1. Select the type of address you want to change or delete in the left column: **Individual, Fax Group or E-mail Group**.
2. When the list displays on screen, click on the address you wish to change or delete.
3. Select **Edit** or **Delete**, whichever action you want to take with the address.
4. When finished making the change, click **Apply**. The address listing will be changed.

Security

10

This chapter describes how to configure the Security features for the machine.

The following topics are mentioned in this chapter:

- Security at Xerox
- Security Settings
- Machine Digital Certificate Management
- SNMP
- SNMPv3
- IP Sec
- IP Filtering
- 802.1X Authentication
- Authentication

Security at Xerox

For the latest information on securely installing, setting up and operating your machine see the Xerox Security Information Web site located at www.xerox.com/security.

Security Settings

To prevent unauthorized changes to printer settings, ensure a login ID and password is entered in the **System Administrator** area.

Administrator Accounts

1.   At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2.   Press **Enter**.
3.   Select **Properties**.
4.   If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5.   In the **Security** link on the left hand side, select the **System Security** link.
6.   Select **System Administrator**.
7.   If required, enter **Administrator** details for:
     •   Name
     •   Phone Number
     •   Location
     •   E-mail Address
8.   The **WebUI Access Control** check box controls access to the **Internet Services** screen.
9.   To change the Administrator Password, select the **Change Password** check box and enter the required **Login ID** and **password**. The defaults are **admin** and **1111** respectively.
10. Select the **Advanced** button for **Advanced Access Control**.
11. Select **Protect Login IPv4 Address** if required, and enter the required login IP address that you want to protect in the IPv4 Address box.
12. Select the required option for **Login Failure Policy**. The options are: Off, 3 times, and 5 times.
13. Select the required number of minutes from the **Auto Logout** menu.
14. Select **Security Settings Reset** to enable this option if required.
15. Select **Save**.
16. To control access to the machine control panel, select the **Enable** check box to enable **LUI Access Control**.
17. Select **Apply** to save the changes.
18. Select **OK** when the acknowledgement message displays.

Feature Management

The Feature Management screen allows you to control the Services, Physical Ports, PC Scan Security, and Network Protocols that are available on the machine.

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**
5. In the **Security** link on the left hand side select the **System Security** link.
6. Select the **Feature Management** link in the directory tree.
7. To enable or disable a feature, select the required **Enable** check box or **Disable** link.
    *   For the **LPR/LPD Protocol**, enter the required port number. (The default is 515).
    *   For **Raw TCP/IP Printing Protocol**, enter the required port number (The default is 9100).
8. Click **Apply** to save the changes.
9. Select **OK**.

Restart Device

The **Restart Device** screen allows you to reboot the machine remotely from your desktop.

> Note: When the machine is restarted, the Network Controller will take some time to restart. The network connectivity will be unavailable during this time.

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**
5. In the **Security** link on the left hand side, select the **System Security** link.
6. Select the **Restart Device** link in the directory tree.
7. To reboot the machine, select the required **Restart Now** button.
8. The **Do you really want to restart the device** screen appears. Click **Yes**. The machine will reboot. CentreWare Internet Services may be unavailable for several minutes while the machine reboots.

Machine Digital Certificate Management

The following topics are covered in this section:

- Overview
- Information Checklist
- Access the Machine Digital Certificate Management Screen
- Create a Self-Signed Certificate
- Install a CA Signed Device Certificate
- Enable Secure Connection

Overview

The machine can be configured for secure access with the SSL (Secure Socket Layer) protocol via Digital Certificates. SSL enables secure access to the machine.

To enable SSL on a machine, it needs to have its own digital certificate. When clients make a request to the machine, it exports the certificate to provide an encrypted channel.

There are two options available to obtain a server certificate for the machine:

- Have the machine create a Self-Signed Certificate
- Create a request to have a Certificate Authority sign a certificate that can be uploaded to the machine.

A self-signed certificate means that the machine signs its own certificate as trusted and creates the public key for the certificate to be used in SSL encryption.

A certificate from a Certificate Authority or a server functioning as a Certificate Authority (for example Windows 2000 running Certificate Services) can be uploaded to the machine.

> Note: A separate request is required for each Xerox machine.

Information Checklist

Ensure that the machine is configured with the following items:

- An IP Address or Host Name must be configured on the machine.
- DNS must be enabled and configured on the machine.

> Note: This is used to set the start time for self-signed certificates.

Access the Machine Digital Certificate Management Screen

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.

4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**

5. In the **Security** link on the left hand side, select the **Network Security** link.

6. Select the **Digital Certificate** link. The **Certificate Management** page displays.

7. Select **Add**.

Select one of the following options:

- Install/Create Device Certificate or CSR. The following options are available:
    - Create a Self-signed Device Certificate
    - Install CA signed Device Certificate
    - Create Certificate Signing Request (CSR)
- Install Root Certificate

Create a Self-Signed Certificate

1. In the **Install/Create New Certificate** area, select **Create a Self-Signed Device Certificate**.

2. Select **Next**.

3. In the **Self-signed Certificate** area:

    a. Enter a Friendly Name.

    b. In the **2 Letter Country Code** field, enter the Country Code that represents the country in which the machine is located. The country code must be entered as a two-character ISO 3166 country code.

    c. If required, enter details in the following fields:

    - State/Province Name
    - Locality Name
    - Organization Name
    - Organization Unit

    Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

    Note: The Common Name is taken from the machine's IP Address/Host Name and Domain Name.

    d. In the **Valid Period** box, enter the number of days that the certificate should be valid. Once the specified time is reached, the certificate will expire. The start time is based on the current machine system time so it is important that the time is set correctly on the machine.

    e. Enter the **E-mail Address** of the Administrator who is responsible for the secure management of the machine.

4. Select the **Next** button. A message displays to show the success of the certificate creation.

5. Click the **Close** button. The certificate displays in the **Certificate Management** area.

6. Follow the steps in Enable Secure Connection.

Create a Certificate Signing Request

1. In the **Install/Create New Certificate** area select **Create Certificate Signing Request**.
2. Select **Next**.
3. In the Certificate Signing Request (CSR) area:
   a. Enter a **Friendly Name** to identify the request.
   b. In the **2 Letter Country Code** field enter the Country Code that represents the country in which the machine is located. The country code must be entered as a two-character ISO 3166 country code.
   c. If required, enter details in the following fields:
      - State/Province Name
      - Locality Name
      - Organization Name
      - Organization Unit

   Information entered for these options should describe the machine as per the X500 directory scheme but can be any value which is meaningful to the customer to identify the machine.

   Note: The Common Name is taken from the machine's IP Address/Host Name and Domain Name.

   d. Enter the **E-mail Address** of the Administrator who is responsible for the secure management of the machine.
4. Click **Next**.
5. In the Certificate Signing Request (CSR) area, click **Download**.
6. Send the downloaded file to your Certificate Authority for digital signing.
7. When you receive the signed certificate back from the Certificate Authority, follow the steps below to Install a CA Signed Device Certificate.

Install a CA Signed Device Certificate

1. In the **Install/Create New Certificate** area, select **Install CA Signed Device Certificate**.
2. Select **Next**.
3. In the **Certificate Information** area:
   a. Enter a **Friendly Name** to identify the certificate
   b. Enter the required **Private Password** and **Confirm Password.**
   c. In the **CA Signed Certificate** area, click **Browse** to find the certificate file on your computer. Select the file.
   d. Click **Next**.
4. Select the **Apply** button to accept the changes.
   If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **OK**.
5. If successful, the **Current Status** area displays a confirmation message.
6. Follow the steps in Enable Secure Connection.

Install Root Certificate

1. In the **Install Root Certificate** area, select **Install New Root Certificate**.
2. Select **Next**.
3. In the **Self Signed Certificate** area:
   a. Enter a **Friendly Name** to identify the certificate.
   b. In the **Root Certificate** area click **Browse** to find the certificate file on your computer. Select the file.
   c. Click **Next**.
4. Select the **Apply** button to accept the changes.
   If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**.
5. If successful, the **Current Status** area displays a confirmation message.
6. Follow the steps in Enable Secure Connection.

Enable Secure Connection

Once the machine has a machine Server Certificate, you can enable Secure Connection.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**
5. In the **Security** link on the left hand side, select the **Network Security** link.
6. Select the **Secure Connection** link.
7. Click the **Select Certificate** button and select the required certificate. Click **Select**. The certificate displays in the **Certificate for Secure Connection** area.
8. In the **Secure HTTP** area, select the required option in the **HTTPs** menu. Select **Both HTTP and HTTPs** to enable Secure IPP, or select **HTTPs Only**.
9. Select **Import and Export Functions** if required.
10. If you selected **Both HTTP and HTTPs,** select **On** from the **IPPs** menu if required.
11. Select **Apply** to save the changes.

Edit or Delete a Certificate

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**
5. In the **Security** link on the left hand side, select the **Network Security** link.
6. Select the **Digital Certificate** link. The **Certificate Management** page displays with a list of the certificates installed on this machine.
7. Select the box next to the **Friendly Name** of the certificate that you want to edit or delete.
   - Select the **Edit** button to edit the certificate. Make the required changes and click **Apply**.
   - Select the **Delete** button to delete the certificate, and click **Yes** to confirm.

SNMP

SNMP (Simple Network Management Protocol) settings can be configured via CentreWare Internet Services.

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**
5. In the **Network Settings** link, select the **SNMP** link.
6. Select **SNMPv1/v2.**
   a. Select the **Enable** check box to enable **SNMPv1/v2 Protocol.**
   b. Select the required **Community Name** from the list, or click **Add** to add a new SNMP Community. The **Add** pop up menu appears.
      • Enter the required Name for the SNMP Community.
      • Select the required Access Permission.
7. Select **Apply** to save the changes.
8. Select **OK** when the acknowledgement message displays.

SNMP Traps

You can specify IPv4 Trap Destination Addresses.

1. From the **SNMP** page, in the **SNMP Traps** area select **Add**.
2. In the **Trap Destination Address** area, enter details in the **IPv4 Address** and **Port Number** fields.
3. In the **Traps** area, enter the name in the **TRAP Community Name** field.
4. For **Traps to be received** select the check boxes to select the following Traps:
   • Printer Traps
   • Cold Start Traps
   • Warm Start Traps
5. Select **Apply** to save the changes.
6. Select **OK** when the acknowledgement message displays.

Edit Community Names or SNMP Traps

1. From the **SNMP** page, in the **Community Names** or **SNMP Traps** area, select the name or address you want to edit.
2. Select **Edit**.
3. Change the required options and select **Apply** to save the changes.
4. Select **OK**.

Delete Community Names or SNMP Traps

1. From the **SNMP** page, in the **Community Names** or **SNMP Traps** area, select the name or address you want to delete.
2. Select **Delete**.
3. Select **Yes**.

    Note: Changes made to the GET or SET community names for this machine will require corresponding GET or SET community name changes for each application which uses the SNMP protocol to communicate with this machine (e.g., Xerox CentreWare Web, any third party network management applications, etc.).

SNMPv3

SNMPv3 can be enabled to create an encrypted channel for secure machine management.

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Network Settings** link, select the **SNMP** link.
6. Select the **SNMPv3** link. The **SNMPv3** page displays.
7. In the **Setup** area:
   a. Select the **Enable** check box to enable **SNMPv3 Protocol**.
   b. In the **Authentication** area, enter the required **User Name**.
   c. Enter a password in the **Authentication Password** field.
   d. Enter the password again in the **Confirm Password** field.
   e. For **Authentication Algorithm**, select either **MD5** or **SHA**.
   f. Enter a password in the **Privacy Password** field.
   g. Enter the password in the **Confirm Password** field.
   h. The **Privacy Algorithm** displays.
8. Select **Apply** to save the changes.
9. Select **OK** when the acknowledgement message displays.

IP Sec

IP Sec (IP Security) is comprised of the IP Authentication Header and IP Encapsulating Security Payload protocols that secure IP communications at the network layer of the protocol stack, using both authentication and data encryption techniques. The ability to send IP Sec encrypted data to the printer is provided by the use of a public cryptographic key, following a network negotiating session between the initiator (client workstation) and the responder (printer or server). To send encrypted data to the printer, the workstation and the printer have to establish a Security Association with each other by verifying a matching password (shared secret) to each other. If this authentication is successful, a session public key will be used to send IP Sec encrypted data over the TCP/IP network to the printer. Providing additional security in the negotiating process, SSL (Secure Sockets Layer protocols) are used to assure the identities of the communicating parties with digital signatures (individualized checksums verifying data integrity), precluding password guessing by network sniffers.

Enable IP Sec

This procedure requires that you have a Shared Secret available.

IP Sec cannot be enabled until Secure Connection is enabled on the machine. For instructions, refer to Enable Secure Connection.

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Security** link on the left hand side, select the **Network Security** link.
6. Select the **IP Security** link. The **IP Security** page displays.
7. Click **Enable** to enable the **IP Sec** protocol.
8. Enter the **Shared Secret** and **Confirm Shared Secret**.
9. Select **Apply** to save the settings. Select **OK** when the acknowledgement message displays.
10. The **IP Sec Current Status** confirms the status of the IP Sec protocol.
11. To change the Shared Secret, click the **Change Shared Secret** button and enter the new Shared Secret information.
12. Click **Apply** to save the changes.

IP Filtering

Overview

The IP Filtering is a security feature that allows you to control access to Internet Services. IP Filtering allows you to prevent unauthorized access by IP (Internet Protocol).

The IP Filtering feature provides security to the machine, by allowing you to register the IP addresses permitted to communicate with the machine. This feature is used to prevent Raw TCP/IP Printing, LPR/LPD, HTTP, Fax to PC, IPP, SNMP, and Scan Manager for Network from unauthorized users.

Enable IP Filtering

1. At your Workstation, open the Web browser and enter the IP Address of the machine into the Address bar.
2. Press **Enter**.
3. Click the **Properties** icon.
4. If prompted, enter the Administrator User ID **admin** and Password **1111**, and click **Login**.
5. Click the **Security** link.
6. Click the **Network Security** link.

For IPv4 Filtering

1. Select **IPv4 Filtering**.
2. Select the IPv4 Filtering **Enable** check box.
3. Enter the IP Address(es) to permit IP addresses to access the device.
4. Enter the IP address or an IP address range by using an asterisk (*) as a wild-card character. For example:

   192.246.238.* is used to reference a subnet of host addresses

   192.246.* is used to reference a wider subnet of host addresses

   192.* is used to reference the widest subnet of host addresses
5. The ability to filter on a port or ports is also supported. Enter the port information.
6. Click **Apply** to accept changes.
7. Click **OK**.

For IPv6 Filtering

1. Select **IPv6 Filtering**.
2. Select the IPv6 Filtering **Enable** check box.
3. Enter the IP Address(es) to permit IP addresses to access the device.

4. Enter the IPv6 address in the form of a CIDR convention. Prefix indicates the number of leftmost bits to be referenced.

   For example:

   2001:DB8:1234:215:215:99FF:FE04:D345 / 128 is used to reference a complete address.

   2001:DB8:1234:215:215:99FF:FE04:D345 / 64 is used to reference prefix address consisted of leftmost 64 bits only.

   2001:DB8:1234:215:215:99FF:: / 80 is used to reference prefix address consisted of leftmost 80 bits only.

5. The ability to filter on a port or ports is also supported. Enter the port information.
6. Click **Apply** to accept changes.
7. Select **OK** when the acknowledgement message displays.

Enable MAC Filtering

1. Select **MAC Filtering** in the directory tree. The MAC Filtering page displays.
2. Select the MAC Filtering **Enable** box.
3. In the **MAC Address to Filter Out** area, select **Add**.
4. Enter the MAC Address that you want to filter out.
5. Select **Apply** to save the changes.
6. Select **OK** when the acknowledgement message displays.

802.1X Authentication

This is the procedure to install and setup 802.1X Authentication.

Overview

The Xerox machine supports IEEE 802.1X Authentication via Extensible Authentication Protocol (EAP). IEEE 802.1X ensures all machines on the network are authenticated and authorized to use the network. 802.1X can be enabled for machines connected through wired Ethernet networks.

The Administrator can configure the machine to use one EAP type. EAP types supported on the machine are:

- EAP-MD5
- PEAP
- EAP-MSCHAPv2
- EAP-TLS

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:

- 802.1X authentication must be supported on the network where the machine is connected.
- Ensure that your 802.1X Authentication Server and authentication switch are available on the network.
- Create a User Name and Password on your Authentication Server that will be used to authenticate the machine.

Enable 802.1X at the Machine

1. Press the **Machine Status** button on the control panel.
2. Press the **Up/Down** arrow buttons to highlight **Network** and press **OK**.
3. Enter the **Administrator Password** using the alphanumerical keypad. The default is **1111.**
4. Press the **OK** button, the **Network Settings** menu displays.
5. Press the Up/Down arrow buttons to select **802.1x** and press **OK**.
6. Press the Up/Down arrow buttons to select **On**; press **OK**.
7. Press the Up/Down arrow buttons to select one of the following for the **Authentication Method**:
   - EAP-TLS
   - EAP-MSCHAPv2
   - PEAP
   - EAP-MD5
8. Press **OK**.
9. Enter the **User Name** using the alphanumerical keypad and press **OK**.
10. Enter the **password** using the alphanumerical keypad and press **OK**.

11. The screen will display **Saved** and the machine will reboot.

Enable 802.1X Using CentreWare Internet Services

Authentication via TLS requires a Device Certificate to be configured or uploaded to the machine. For instructions, refer to Access the Machine Digital Certificate Management Screen.

Authentication via PEAP and TLS require a Root Certificate to be uploaded to the machine. For instructions refer to Install Root Certificate.

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Properties** icon.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Security** link on the left hand side, select the **Network Security** link.
6. Select **802.1X** in the directory tree. The **802.1x Security** page displays.
   a. For **802.1x Security**, select the **Enable** check box.
   b. From the **Authentication Methods** area select one of the following methods:
      - EAP-MD5
      - EAP-MSCHAPv2
      - PEAP
      - TLS
7. If you select **EAP-MD5, EAP-MSCHAPv2** or **PEAP**, the **Credentials** option appears. Enter the required details in the **Username** and **Password** fields.
8. If you select **PEAP** or **TLS**, the **Server Validation** option appears. Click the **Select Certificate** button and select the required root certificate to provide server validation.
9. If you select **TLS**, the **Device Validation** option appears. Click the **Select Certificate** button and select the required certificate to provide device validation.
10. Select the **Apply** button to accept the changes.
11. Select **OK** when the acknowledgement message displays.

Authentication

Overview

Administrators can configure the machine so that users must be authenticated via the network before they can access Scan to e-mail features.

The following authentication options can be configured on the machine.

No Authentication

When **No Authentication** is enabled, users can access features without restriction. **No Authentication** is the default configuration for the machine.

Authentication

Authentication can be configured to verify that a user accessing the machine is a valid user. The user's authentication details are verified either remotely by an external network server, or locally by an internal database stored in the machine.

The Administrator can select one of these environments to provide authentication:
- No Authentication
- Local Authentication
- External Authentication:
    - Kerberos (Unix, Linux)
    - Kerberos (Windows ADS)
    - SMB (Windows ADS)
    - LDAP

Users are required to enter at least a user name and password to access the machine, based on the authentication environment.

Configure Local Authentication

The System Administrator can set up a list of user accounts that are defined locally on the machine.

Procedure

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**

5. In the **Security** link on the left hand side, select the **Authentication** link. The **Authentication** page displays.
6. In the **Authentication Method** list, select **Local Authentication**. Ensure **User Profile** is enabled in the **Options** area.
7. Select **Apply** to save the changes.
8. Select **OK** when the acknowledgement message displays.

Create User Accounts

1. Ensure the **Authentication** menu on the left hand side of the CentreWare Internet Services screen is selected and click the **User Profile** link in the directory tree.
2. Select the **Add** button.
   a. Select the required **Index** number for this user.
   a. Enter a name to identify the User in the **User Name** field.
   b. Enter the login name for the User in the **Login ID** field.
   c. Enter the password for the User in the **Password** field.
   d. Re-type the password in the **Confirm Password** field.
   e. Enter the user's **Fax Number**, if required.
   f. Enter the user's e-mail address in the **E-mail Address** field. Select the **Automatically add your information to Address Book** if you require this feature.
3. Select **Apply** to add the new User and return to the **User Profile** page.

Edit User Information

1. In the **User Profile** area, select the user and then select the **Edit** button for the user you want to edit. The **Edit User** page displays.
2. In the **Edit User** area change the relevant details and select **Apply** to save the changes and return to the **User Profile** page.

Remove a User

1. In the **User Profile** area, select the user and then select the **Delete** button for the user you want to remove from the list.
2. Select **OK** when the confimation message displays.

Verify Authentication Is Enabled at the Machine

1. Press the **E-mail** button.
2. The **Login ID** screen appears.
3. Enter a valid user name and press **OK**.
4. Enter a valid password and press **OK**. You will have access to the feature.

Configure External Authentication

Information Checklist

Before starting ensure that the following items are available and/or the tasks have been performed:

- Ensure that the external network server to provide authentication is functional on your network. Refer to your manufacturer's documentation for instructions to complete this task.

Configure Kerberos (Unix/Linux)

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Click **Properties.**
5. In the **Security** link on the left hand side, select the **Authentication** link. The **Authentication Method** page displays.
6. For **Authentication Method** select **Kerberos (Unix, Linux)**.
7. Select **Apply**.
8. In the **Network Security** link, select **External Authentication**.
9. Select **Kerberos Server**.
10. Select the **Add** button.
11. In the **Required Information** area:
    a. Enter the **Realm**.
    b. Enter the **Server Address** and **Port Number**.
12. Select **Apply** to save the changes.
13. Select **OK** when the acknowledgement message displays.
14. Follow the steps in Verify Authentication Is Enabled at the Machine to check that you have set up authentication correctly.

Configure Kerberos (Windows ADS)

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Security** link on the left hand side, select the **Authentication** link. The **Authentication Method** page displays.
6. For **Authentication Method** select **Kerberos (Windows ADS)**.
7. Select **Apply** to accept the changes.
8. Click **OK**.
9. In the **Network Security** link, select **External Authentication**.
10. Select **Kerberos Server.**
11. Select the **Add** button.
12. In the **Required Information** area:
    a. Enter the **Realm.**
    b. Enter the **Server Address** and **Port Number.**
13. Select **Apply** to save the changes.
14. Select **OK** when the acknowledgement message displays.
15. Follow the steps in Verify Authentication Is Enabled at the Machine to check that you have set up authentication correctly.

Configure SMB (Windows ADS)

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select **Properties**.
4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**
5. In the **Security** link on the left hand side, select the **Authentication** link. The **Authentication** page displays.
6. Select **SMB (Windows ADS)**.
7. Select **Apply** to accept the changes.
8. Click **OK**.
9. In the **Network Security** link, select **External Authentication**.
10. Select **SMB Server**.
11. Select the **Add** button.
12. In the **Required Information** area:
    a. Enter the **Domain.**
    b. Enter the **Server Address** and **Port Number.**

13. Select **Apply** to save the changes.

14. Select **OK** when the acknowledgement message displays.

15. Follow the steps in Verify Authentication Is Enabled at the Machine to check that you have setup authentication correctly.

Configure LDAP

Enable LDAP Authentication

1. At your workstation, open the Web browser and enter the IP Address of the machine in the Address Bar.

2. Press **Enter**.

3. Select **Properties**.

4. If prompted, enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**. Select **Properties.**

5. In the **Security** link on the left hand side, select the **Authentication** link. The **Authentication Method** screen displays.

6. Select **LDAP.**

7. Select **Apply** to accept the changes.

8. Select **OK** when the acknowledgement message displays.

Maintenance

11

This chapter includes:
- Consumables
- General Care
- Software Update

Consumables

Customer-replaceable consumable supplies for this printer include the following:

- Xerox WorkCentre 3215/3225 Standard Capacity Toner Cartridge
- Xerox WorkCentre 3215/3225 High Capacity Toner Cartridge
- Xerox WorkCentre 3215/3225 Standard Capacity Drum Cartridge

Placing an Order for Xerox Consumables

Xerox supplies for your printer can be ordered in several ways:

- Contact your local Xerox Representative or reseller. Provide your company name, product number and the machine serial number.

  Note: The machine's serial number is located on the machine's data plate on the rear cover, is accessible from the Machine Status button in the System Setup menu, and also is printed on the Configuration report.

- Order supplies online at www.xerox.com.
- Access the Xerox web page via Easy Printer Manager:
1. Select the printer for which you want to order supplies.
2. Select the **Order Supplies** button.
3. When another window pops up, select **Order Supplies**. When the Xerox web page for ordering supplies appears, place your order.
- Access the Xerox web page via CentreWare: From your printer's CWIS page, click the **Support** tab, then **Support Links** on the left navigation panel. Then click the **Order Supplies** link on the bottom of the page to go to the Xerox website and order online.

⚠ **WARNING:** Use of non-Xerox supplies is not recommended. Use of toner and drum cartridges with other than genuine Xerox Toner can affect print quality and printer reliability. Xerox Toner is the only toner designed and manufactured under strict quality controls by Xerox for use with this specific printer.

The Xerox Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Please contact your Xerox representative for details.

Checking the Status of Consumables

You can check the status of your installed printer consumables at any time.

From the Machine

When your toner cartridge is low on toner, the Machine Status light will blink red to let you know it is time to order a new Xerox toner cartridge. When the cartridge is empty and needs to be replaced, the light will be solid red. When the drum cartridge needs to be replaced, the Machine Status light will be red. For each of these conditions, the user interface will also display an error message indicating the cartridge status.

To enable the Low Toner Alert and the Low Image Unit Alert at your machine:

1. Go to Press the **Machine Status** button on the control panel.
2. Use the up/down arrows to select **System Setup**. Press **OK**.
3. Use the up/down arrows to select **Maintenance**. Press OK.
4. Use the up/down arrows to select **Toner Low Alert**. Press OK.
5. At **On** press **OK**. The machine will save the selection. Press the **Back** button to return to the **Maintenance** menu options list. Use the up/down arrows to select **Image U Low Alert**. Press **OK**.
6. At **On** press **OK**. The machine will save the selection. The Machine Status light will now be red when the Drum Cartridge needs to be replaced.

From your PC:

Use **Easy Printer Manager** (EPM) to view a supplies status page:

1. At your PC, open Easy Printer Manager from the Start menu.
2. Select the printer.
3. From the Basic mode page (the smaller window), you can see the toner supply level in the Supplies tab; select the **Paper** tab to see what paper is loaded in the machine. If you open EPM in the **Advanced mode** (large window) you will see **Supplies Information** just below the device picture.

   Note: Use the Switch icon in the EPM header to move between Basic and Advanced modes.

Use **CentreWare Information Services (CWIS)** to check supplies status.

1. Enter the IP Address of the printer in your Internet browser.
2. If prompted from the CentreWare page, enter the **ID** (admin) and **Password** (1111).
3. Select the **Status** tab.
4. Click **Supplies** in the left navigation pane to see the toner levels and imaging unit levels in the printer.

Storage and Handling of Consumables

The toner and drum cartridges contain components that are sensitive to light, temperature, and humidity. Follow the recommendations provided to ensure the optimum performance, highest quality, and longest life from your new cartridge.

Follow the guidelines below for storing and handling consumables:

- Always store cartridges unopened and inside their original package.
- Store the correct side up in a horizontal position (not standing on end).
- Do not store consumables in:
    - Temperatures greater than 40°C (104°F).
    - Humidity range less than 20 % and not greater than 80 %.
    - An environment with extreme changes in humidity or temperature.
    - Direct sunlight or room light.
    - Dusty places.
    - A vehicle for a long period of time.
    - An environment where corrosive gases are present.
    - An environment with salty air.
- Do not store consumables directly on the floor.
- Do not touch the surface of the photosensitive drum in the drum cartridge.
- Do not expose the cartridge to unnecessary vibrations or shock.
- Never manually rotate the drum in the drum cartridge, especially in the reverse direction; this can cause internal damage and toner spillage.

When to Order Consumable Supplies

To avoid print quality problems resulting from worn parts and to maintain your machine in top working condition, replace the toner and drum cartridges as directed:
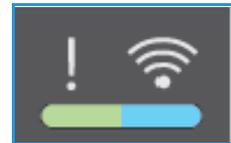
- **A flashing red warning light and an error message** appear on the control panel when a toner cartridge or drum cartridge is near its replacement time.
  The Machine Status light flashes red when your toner cartridge or drum cartridge is low and will need replacement soon. Check that you have replacements on hand, and order them when the warning appears if you do not. It is important to order these items when the messages first appear to avoid interruptions to your printing.
- **A solid red warning light and an error message** appear on the control panel when the toner or drum cartridge must be replaced. The Machine Status light becomes solid red to indicate a replacement is needed for the toner cartridge or the drum cartridge.

To replace the toner or drum cartridge follow the instructions provided below or with the consumable.

⚠️ **WARNING:** When replacing consumables, DO NOT remove the covers or guards that are fastened with screws. You cannot maintain or service any of the parts that are behind these covers and guards. Do NOT attempt any maintenance procedure that is NOT specifically described in the documentation supplied with your machine.

Maintenance Options

When you install your Xerox WC3215 or WC3225, you can set up a few parameters for maintenance features. These options are shown in the chart, and are accessed through these steps:

1. Press the **Machine Status** button on the control panel.
2. Scroll through the options and select **System Setup.** Press **OK**.
3. Scroll to **Maintenance** and press **OK**. Scroll through the options and select the maintenance features you wish to use.

Menu Item	Options
Supplies Life	Series of options that enable printing the status of specific parts; used by Service or at direction of Service.
Image Manager	Use this to control the density of all the images that are printed. You can select Color images, Black and White, or Greyscale, and then set the density for each print from -10 to 10.
Toner Low	On or Off. When On is selected, the printer will notify users that the toner is low via several methods: the status light on the control panel, a message at a user's PC, and/or an e-mail sent to the System Administrator.
Image Unit Low	On or Off. When On, the printer will notify users that the drum cartridge needs replacing via control panel light and message. The printer will eventually stop printing if the cartridge isn't replaced.
Serial Number	When this is selected, the Serial Number will be visible in the machine's user interface.

General Care

Redistributing Toner

When the toner cartridge is near the end of its life:

- White streaks on prints or light printing occurs.
- The low toner status indicator appears if the Low Toner Alert feature was enabled in Maintenance options. An error message will also appear on the user interface.

If either condition occurs, you can temporarily improve print quality by redistributing the remaining toner in the cartridge. In some cases, white streaks or light printing will still occur even after you have redistributed the toner.

Follow these steps to redistribute the toner in your cartridge and temporarily improve print quality.

1. Open the front cover.
2. Pull the toner cartridge out.
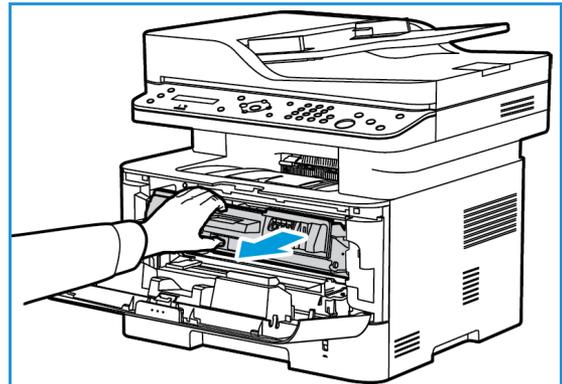
3. Slowly shake the cartridge five or six times to distribute the toner evenly inside the cartridge.

   Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
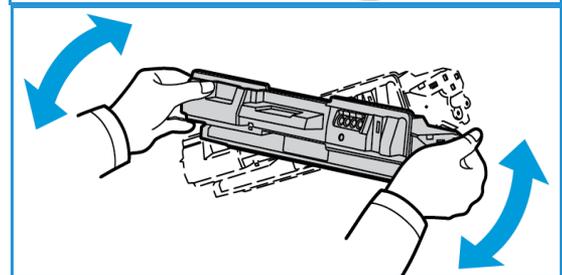
4. Re-install the toner cartridge by inserting it slowly into the machine.

5. Close the printer cover. When the Machine Status light on the control panel is solid green, the machine is ready.
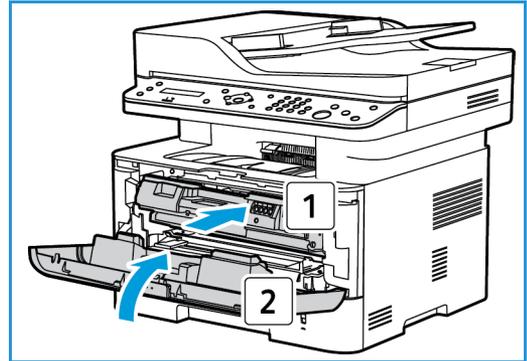
Replacing the Toner Cartridge

Replace the toner cartridge using the following instructions.

1. Open the front cover.
2. Pull out the toner cartridge.
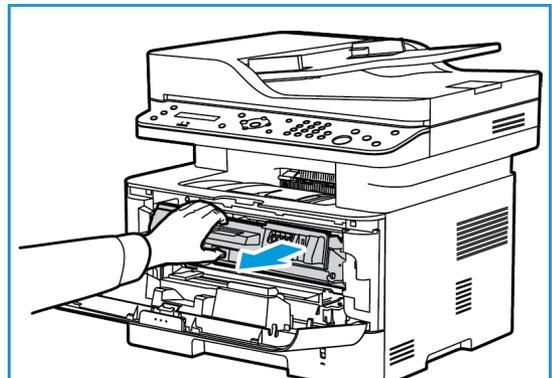
3. Remove the new toner cartridge from the packaging. Remove the protective materials from the cartridge as directed in the packaging labels.

4. Slowly shake the new cartridge five or six times to distribute the toner evenly inside the cartridge.

   Note: If toner gets on your clothing, wipe it off with a dry cloth and wash clothing in cold water. Hot water sets toner into fabric.
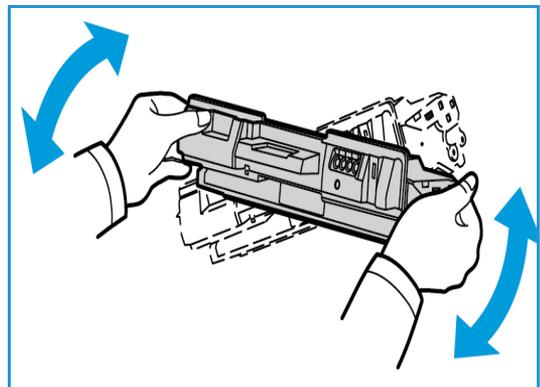
5. Hold the cartridge by the handle. Slowly insert the cartridge into the opening in the machine. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place.

6. Close the front cover. Make sure that the door is securely closed. When the green machine status light is solid, the machine is ready.
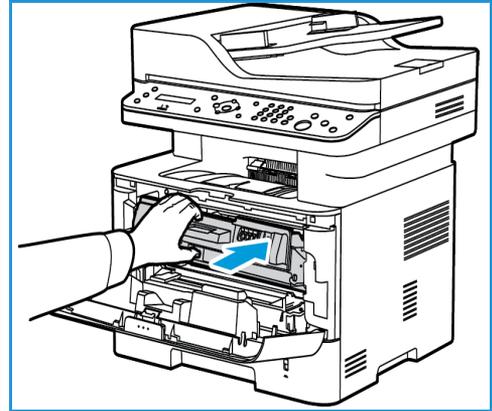
Replacing the Drum Cartridge

1. Open the front cover.

2. Pull the toner cartridge out and place it on a clean flat surface.

3. Pull the drum cartridge out slowly.

4. Remove the new drum cartridge from the packaging. Follow directions on the packaging to remove the tape and appropriate packaging pieces from the new cartridge. Use the handle on the cartridge to avoid touching sensitive parts that can be easily damaged.
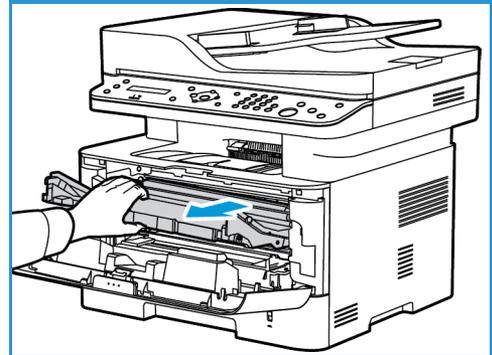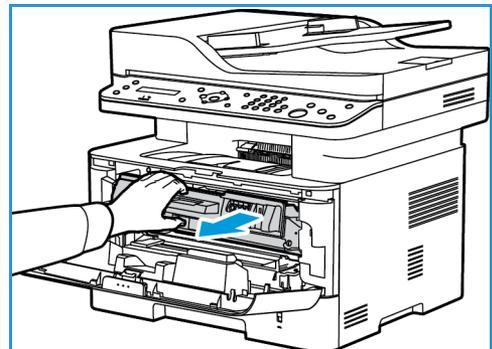
CAUTIONS:

- To prevent damage to the drum cartridge, do not expose it to light for more than a few minutes. Cover it with a piece of paper, if necessary.

- Do not touch the green surface on the underside of the cartridge. Use the handle on the cartridge to avoid touching this area.

5. Hold the drum cartridge by the handle and insert it into the machine until it locks into place.

6. Re-install the toner cartridge.

7. Close the machine front cover. When the green machine status light is solid, the machine is ready.
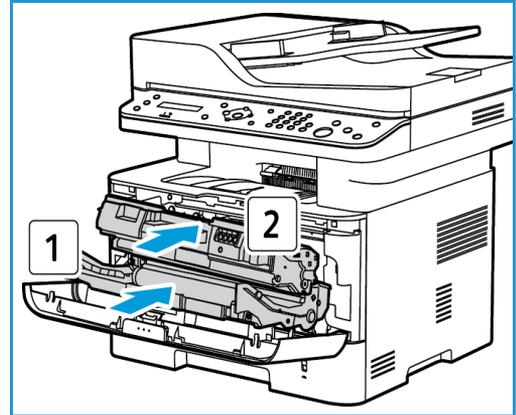
Recycling Consumables

For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Cleaning the Machine

⚠️ **WARNING:** When cleaning the machine do NOT use organic or strong chemical solvents or aerosol cleaners. Do NOT pour fluids directly onto any area. Use supplies and cleaning materials only as directed in this documentation. Keep all cleaning materials out of the reach of children.

⚠️ **WARNING:** Do not use pressurized air-spray cleaning aids on or in this equipment. Some pressurized air-spray containers contain explosive mixtures and are not suitable for use in electrical applications. Use of such cleaners can result in a risk of explosion and fire.

Platen Glass and Constant Velocity Transport (CVT) Glass

To ensure optimum print quality at all times, clean the glass areas of your machine regularly.

When you use the automatic document feeder, your documents will pass over the stationary scanner using the constant velocity transport (CVT) glass. Any dirt or marks on this piece of glass may:

- Cause lines, streaks, smears and other spots on your copies, faxes or scanned images.
- Show through the document and appear on your scanned images.

To clean the glass areas of your machine:

1. Use a lint-free cloth, lightly dampened with a mild general cleaning fluid or another suitable non-abrasive glass cleaner to clean the platen glass and the constant velocity transport glass.
2. Wipe away any residue with a clean cloth or paper towel.
3. Use a lint-free cloth, lightly dampened with water to clean the underside of the automatic document feeder and the constant velocity transport glass cover.
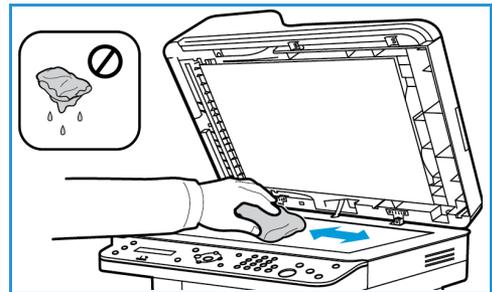
Control Panel, Automatic Document Feeder, and Output Tray

Regular cleaning keeps the display, control panel, and other machine areas free from dust and dirt.

1. Use a soft, lint-free cloth, lightly dampened with water.
2. Wipe clean the entire area of the control panel, including the display.
3. Wipe clean the automatic document feeder, output tray, paper tray, and other outside areas of your machine.
4. Remove any residue with a clean cloth or paper towel.

Internal Areas

During the printing process, paper, toner, and dust particles can accumulate inside the machine. This can cause print quality problems, such as toner specks or smearing. Cleaning inside the machine clears and reduces these problems.

1. Turn the machine off and unplug the power cord. Wait for the machine to cool down.
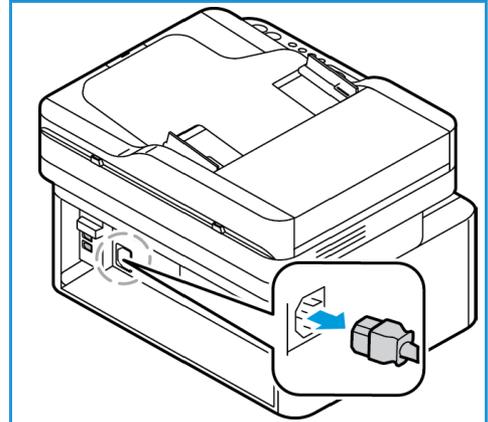
2. Open the front cover of the machine.
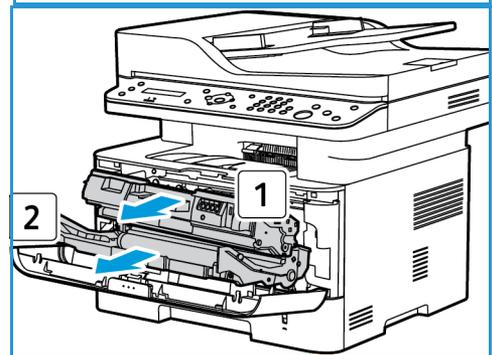
3. Pull the toner cartridge out and place it on a clean flat surface. Then remove the drum cartridge and place it on a clean flat surface. With a dry, lint-free cloth, wipe away any dust and spilled toner from the cartridge area inside the machine.
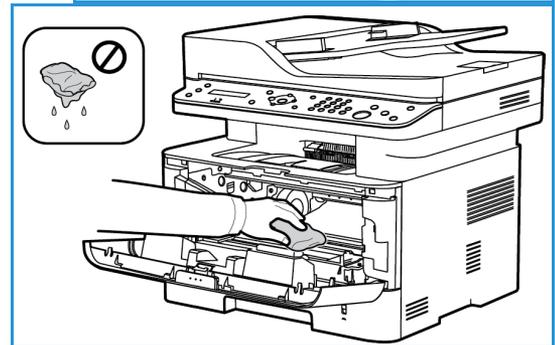
⚠ **CAUTION:** While cleaning the inside of the machine, be careful not to damage any inside parts. Do not use solvents such as benzene or thinner to clean. Printing quality problems can occur and damage can be caused to the machine.

4. Re-install the drum cartridge and then the toner cartridge. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until each locks into place.
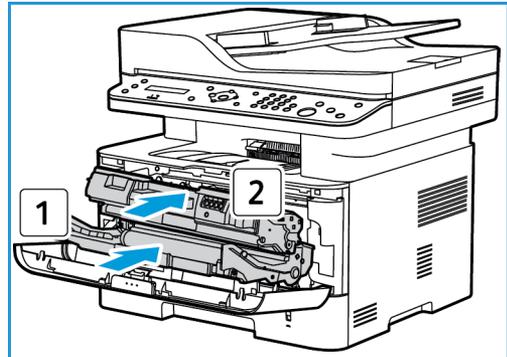
5. Close the front cover.
6. Plug in the power cord and turn on the machine. When the green machine status light is solid, the machine is ready.
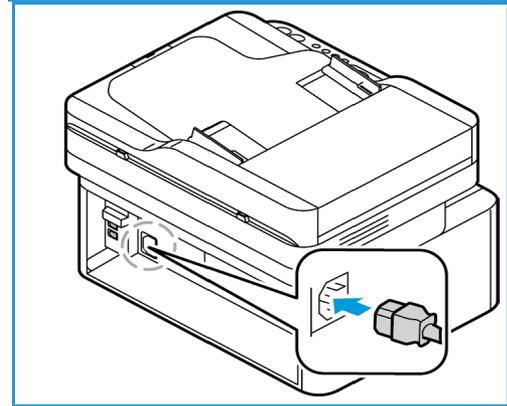
Moving the Machine

*   When moving the machine, do not tilt or turn it upside down as the inside of the machine may become contaminated with toner, which can cause damage to the machine or adversely affect print quality.
*   When moving the machine, make sure to hold the machine securely from the bottom.

Software Update

Xerox is continually seeking to improve its products. A software revision may become available to improve the functionality of your machine. The Software Upgrade feature allows the customer to upgrade the machine software without needing a Customer Service Representative to be present.

The Software Upgrade Process

The software can be upgraded over a network connection using CentreWare Internet Services.

- Any jobs in the printer queue must be allowed to complete or be deleted before initiating a software upgrade.
- This procedure will prevent further jobs from being received until the upgrade has completed.
- All configured network settings and installed options will be retained by the machine after the software upgrade process.

Process Checklist

Before starting please ensure that the following items are available and/or the tasks have been performed:

- Obtain the new software upgrade file for your machine from the www.xerox.com web site or from your Xerox Customer Support Representative. The upgrade file will have an extension of **.hd**. Download the upgrade file to a local or network drive. You will be able to delete the file after the upgrade procedure.
- It is important to obtain the correct upgrade file for your particular model of machine. For instructions to determine which model of machine you have, refer to **Installation and Setup**.
- TCP/IP and HTTP protocols must be enabled on the machine so that the machine web browser can be accessed.

Procedure

> Note: The upgrade process should take less than 10 minutes unless there are network issues.

1. At your workstation, open the web browser and enter the IP Address of the machine in the Address Bar.
2. Press **Enter**.
3. Select the **Login** link at the top of the screen. Enter the Administrator User Name (**admin**) and Password (**1111**), and select **Login**.
4. Select **Properties**.
5. In the **Security** link on the left hand side, select the **System Security** link.
6. Select the **Feature Management** link in the directory tree.
7. Select the **Firmware Upgrade Enable** box.
8. Click **Apply** to save the changes.
9. Select the **Support** tab.
10. In the **Firmware Upgrade** link select the **Upgrade Wizard** button.

11. The **Firmware Upgrade Wizard** screen appears. In the **Firmware File** area:

    a. Select **Browse**.

    b. Locate and select the software upgrade **.hd** file obtained earlier.

    c. Select **Open**.

12. Select **Next.** The firmware will now be verified and display information about the upgrade file.

13. Select **Next** to continue. The upgrade should take less than 10 minutes unless there are network issues.

14. Once the machine has completed the upgrade it will reboot automatically. The configuration report will print (if enabled). Check the configuration report to verify that the software level has changed.

Troubleshooting

12

This chapter includes:

Overview

If a problem occurs with your Xerox WorkCentre 3215/3225, messages appear on the control panel display to indicate the error. Perform the following problem solving procedure:

1. Check the display message to see what kind of error has occurred.
2. Use the information in this section to resolve the problem:
   - Error Messages
   - Paper Tray Jams
   - Automatic Document Feeder
   - Common Problems
   - Paper Feeding Problems
   - Printing Problems
   - Copying Problems
   - Scanning Problems
   - Fax Problems
   - Operating System Problems
3. Press **OK** on the control panel. If the problem persists, repeat the procedure.
4. If the problem cannot be resolved, power off and on, and try the job again.
5. If the problem persists, call for service. When you call for service, provide the service representative with the contents of the display message.

Status / Wireless LED

The color of the Status / Wireless LED located on the control panel indicates the machine's current status. The table below describes the various indicators.

Note: Some LEDs may not be available, depending on machine configuration.

LED	Color	Status	Description
Status LED	None	Off	Machine is offline OR Machine is in Power Saver Mode; the green Power Saver light (at top right of control panel) will be on.
	Green	On	The machine is online and ready to use.
		Blinking	• The machine is warming up. • The machine is receiving or printing data.
	Red	On	• Door is opened. Close the machine door. • There is no paper in the tray. Load paper in the tray. • The machine has stopped due to a major error. Check the display message. • The toner cartridge has reached its estimated end of life. Replace the toner cartridge. (See Replacing the Toner Cartridge.) • A drum cartridge has almost reached its estimated cartridge life. It is recommended to replace the drum cartridge (see Replacing the Drum Cartridge).
		Blinking	• A minor error has occurred and the machine is waiting for the error to be cleared. Check the display message. When the problem is cleared, the machine resumes. • Small amount of toner is left in the cartridge. The estimated cartridge life of toner is close. Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner (see Redistributing Toner).
	Orange	On	A paper jam has occurred (see Clearing Paper Jams).
Wireless	Blue	On	The machine is connected to a wireless network.
		Blinking	The machine is in the process of connecting to a wireless network.
		Off	Machine is disconnected from any wireless network.

Clearing Paper Jams

Tips for Avoiding Paper Jams

By selecting the correct media types, most paper jams can be avoided.

- Ensure that the adjustable guides on the paper tray are positioned correctly. (See Loading Paper Tray.)
- Do not overload the tray. Ensure that the paper level is below the paper capacity mark on the inside of the tray.
- Do not remove paper from the tray while your machine is printing.
- Flex, fan, and straighten paper before loading.
- Do not use creased, damp, or highly curled paper.
- Do not mix paper types in a tray.
- Use only recommended print media. (See Media Types.)
- Ensure that the recommended side of the print media is facing down in the tray, or facing up in the Manual Feed Slot, top edge first.
- Do not print duplex output with the rear door open.

When a paper jam occurs, a warning message appears on the display screen.

⚠️ **CAUTION:** To avoid tearing the paper, pull the jammed paper out slowly and gently. Follow the instructions in the following sections to clear the jam.

Automatic Document Feeder Jams

When an original gets jammed while passing through the automatic document feeder, a warning message appears on the display screen.

⚠️ **CAUTION:** To avoid tearing the document, remove the jammed document slowly and gently.

Note: To prevent document jams, use the platen glass for thick, thin, or mixed paper-type originals.

1. Remove any remaining originals from the automatic document feeder.
2. Open the automatic document feeder cover.
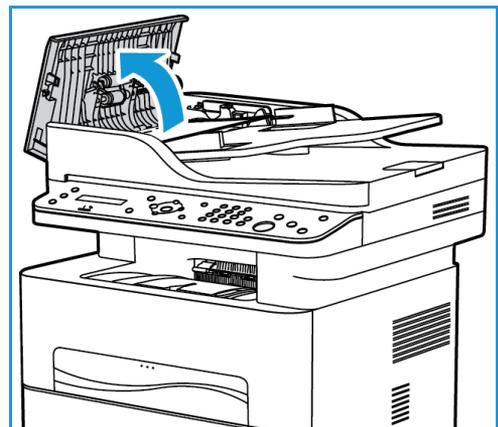
3. Gently remove the jammed paper from the automatic document feeder. If you do not see paper in this area, go to the next step.

4. Close the cover.

5. Lift the automatic document feeder and gently pull out any jammed original. Close the automatic document feeder.
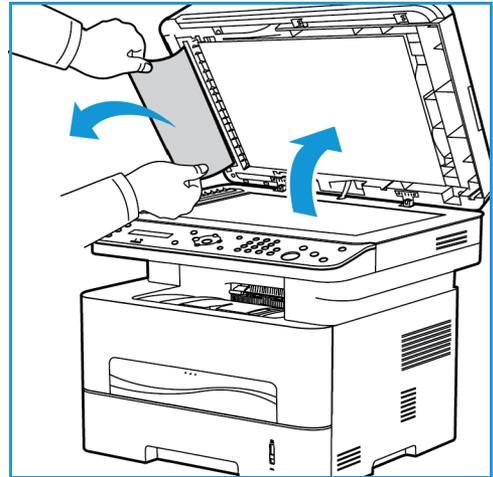
6. Reload the originals into the automatic document feeder and press the **Start** button to resume the job.

Paper Tray Jams

1. Pull out the paper tray.
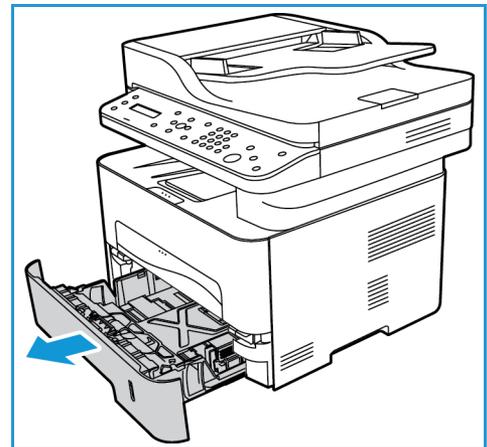
2. Remove any jammed paper by gently pulling it straight out.
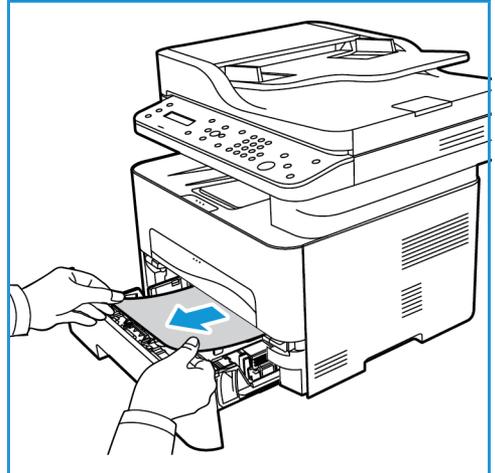
3. Release the two green latches positioned above where the paper tray sits.
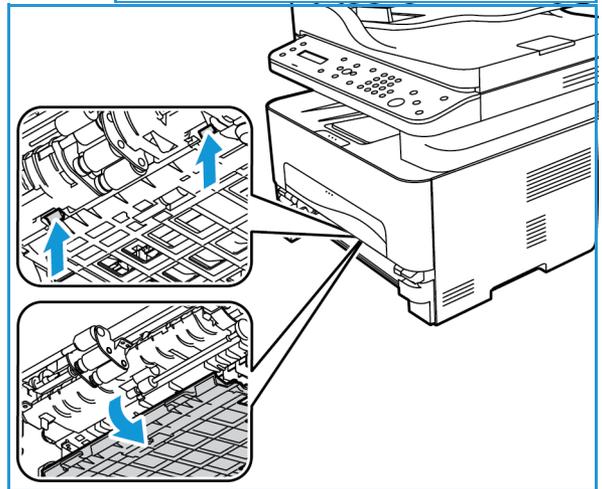
4. When the baffle drops down, remove any paper from that area of the paper path.
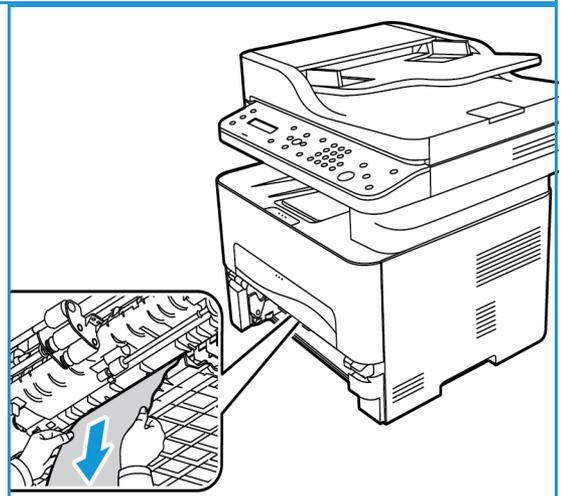
5. Push the baffle back up in place until the two latches click.

6. Ensure the paper is loaded correctly. Insert the tray back into the machine until it snaps into place. Printing automatically resumes.
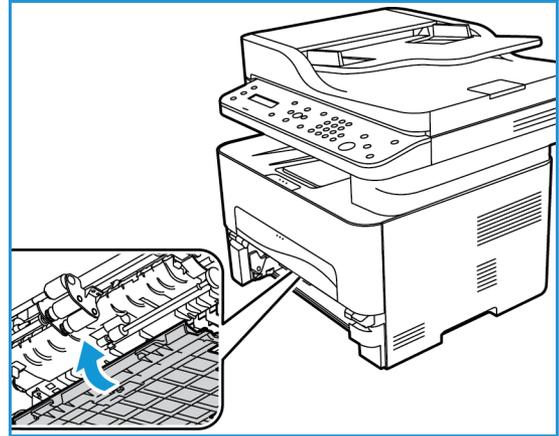
Manual Feed Slot Jams

1. If the paper is not feeding properly, pull the paper out of the machine.
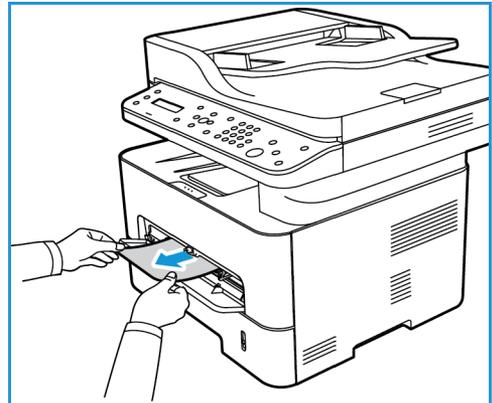
2. Close the Manual Feed Slot cover.

3. Open the machine front cover and then close it.
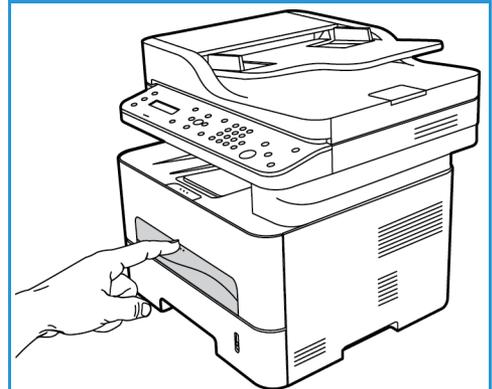
4. Re-load the paper in the Manual Feed Slot to resume printing.
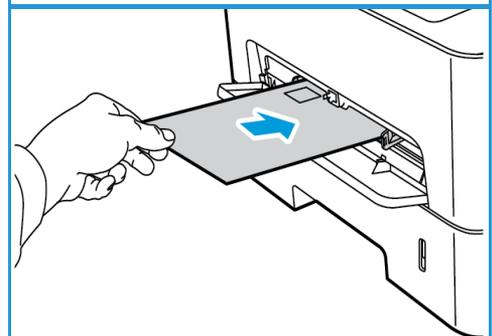
Clearing Jams Inside the Machine

⚠️ **CAUTION:** Some areas of the machine are hot. Take care when removing paper from the machine.

1. Open the front cover. Pull the toner cartridge out.
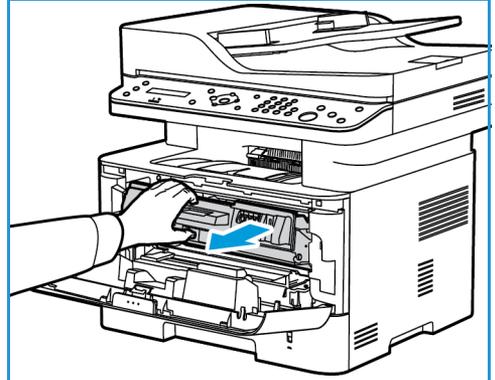
2. Remove the jammed paper by gently pulling it straight out.
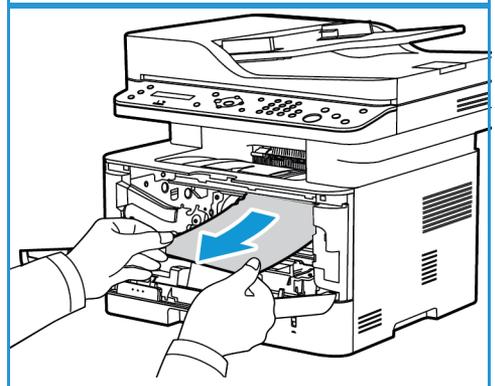
3. Reinstall the toner cartridge. Tabs on the sides of the cartridge and corresponding grooves within the machine will guide the cartridge into the correct position until it locks into place.
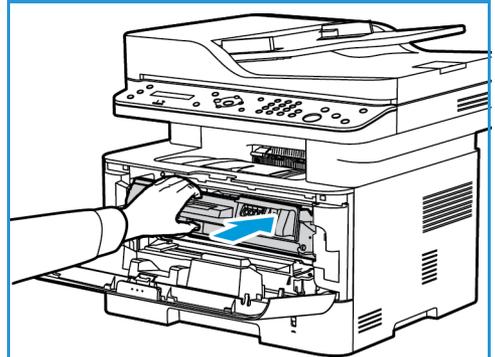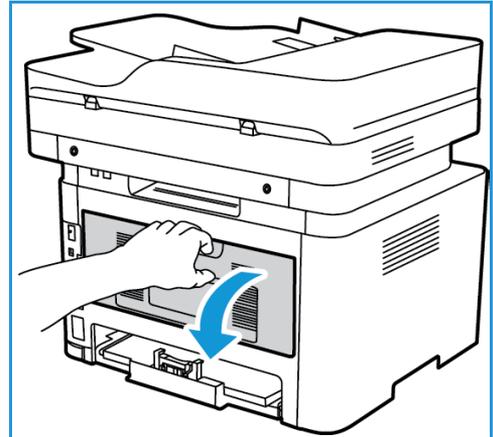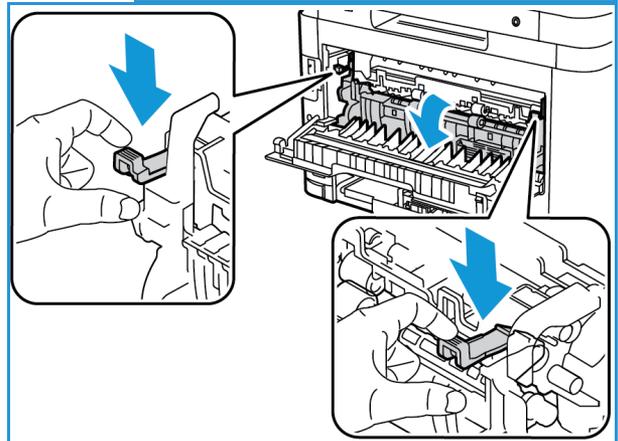
4. Close the front cover. Printing automatically resumes.
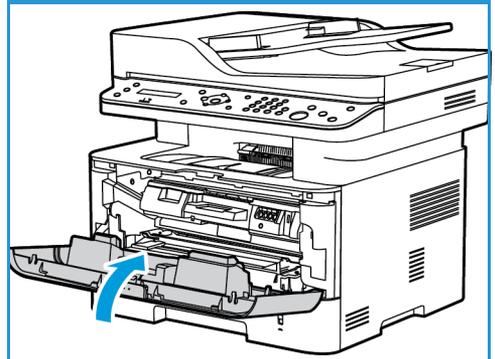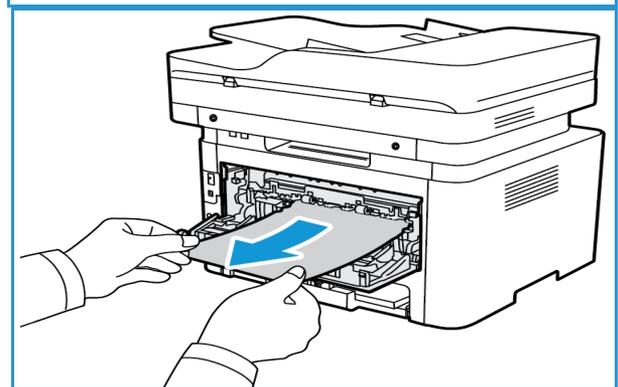
Duplex and Exit Area Jams

1. Open the rear cover of the machine.

2. Press down and pull out the green latches (and attached baffle) on either side of opening. Remove any paper you see, working slowly so that you don't tear any pieces or damage machine parts.

3. After removing the paper you see, pull the baffle up until the latches click into place.

4. Close the rear cover. Printing will resume automatically.
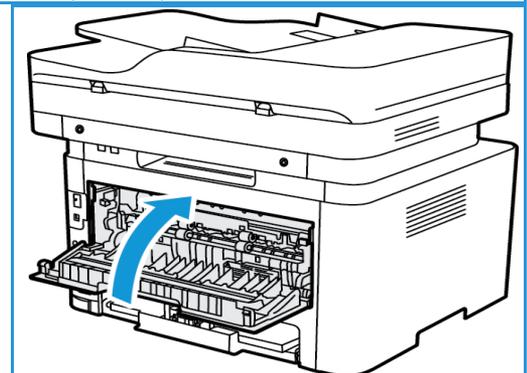
Error Messages

Use the following information to solve problems on the machine. Some messages may not appear on the display depending on options or models.

Message	Meaning	Suggested Solutions
Door is open. Close it.	One of the machine covers is not securely latched.	• Close the open cover until it locks into place.
Jam at duplex path	Paper has jammed during duplex printing.	• Clear the jam. (See Duplex and Exit Area Jams.)
Jam inside machine	Paper has jammed inside the machine.	• **Clear the jam. (See** Paper Tray Jams.)
Network Problem WiFi Connection	Wireless not connected	• Turn machine off, then on again.
Network Problem: IP Conflict	The network IP address you have set is being used by someone else.	• Check the IP address and reset it if necessary (See Printing a Network Configuration Report.).
Paper Jam in Manual Feeder	Paper has jammed in the Manual Feed Slot area.	• Clear the jam. (See Manual Feed Slot Jams.)
Paper Jam in Tray 1	Paper has jammed in the paper tray area.	• Clear the jam. (See Paper Tray Jams.)
Replace Toner Cart.	The toner cartridge has reached the end of its lifespan. The printer stops printing.	• Replace the toner cartridge. (See Replacing the Toner Cartridge.)
Toner is low. Order Toner Cart.	Only a small amount of toner is left in the toner cartridge. The toner cartridge will need to be replaced soon.	• Prepare a new cartridge for replacement. You may temporarily increase the printing quality by redistributing the toner. (See Redistributing Toner.)
Invalid Toner Cart.	The toner cartridge you have installed is not for your machine.	• Install a new toner cartridge designed for your machine.
Install Toner Cart.	The toner cartridge is not installed.	• Install the toner cartridge. (See Replacing the Toner Cartridge.)

Common Problems

The following charts list some conditions that may occur and the recommended solutions. Follow the suggested solutions until the problem is corrected. If the problem persists, call for service.

Paper Feeding Problems

Condition	Suggested Solutions
Paper jams during printing.	• Clear the paper jam. (See Clearing Paper Jams.)
The paper keeps jamming.	• There is too much paper in the tray. Remove excess paper from the tray. If you are printing on special materials, use the Manual Feed Slot. • An incorrect type of paper is being used. Use only paper that meets the specifications required by the machine. (See Media Types.) • There may be debris inside the machine. Clean the inside of the machine. (See Cleaning the Machine.)
Paper sticks together.	• Check the maximum paper capacity of the tray. (See Media Specifications.) • Make sure that you are using the correct type of paper. (See Media Types.) • Remove paper from the tray and flex or fan the paper. • Humid conditions may cause some paper to stick together. • Different types of paper may be stacked in the tray. Load paper of only one type, size, and weight.
Paper does not feed into the machine.	• Remove any obstructions from inside the machine. • Paper has not been loaded correctly. Remove paper from the tray and reload it correctly. • There is too much paper in the tray. Remove excess paper from the tray. • The paper is too thick. Use only paper that meets the specifications required by the machine. (See Media Specifications.) • If you are printing on special media, use the Manual Feed Slot.
Transparencies stick together in the paper exit.	• Use only transparencies specifically designed for laser printers. Remove each transparency as it exits from the machine.
Envelopes skew or fail to feed correctly.	• Ensure that the paper guides are against both sides of the envelopes. • Feed envelopes one at a time through the Manual Feed Slot.
The originals keep jamming in the automatic document feeder.	• If an original does not feed into the machine, the automatic document feeder rubber pad may need to be replaced. Contact a service representative.

Printing Problems

Condition	Possible Cause	Suggested Solutions
The machine does not print.	The machine is not receiving power.	• Check the power cord connections. • Check the power switch and the power source.
	The machine is not selected as the default machine.	• Select your machine as your default machine in Windows.
	Check the machine for the following: • The front door is not closed. Close the front door. • Paper is jammed. Clear the paper jam. (See Paper Tray Jams.) • No paper is loaded. Load paper. • The toner or drum cartridge is not installed. Install the toner or drum cartridge. If a system error occurs, contact your service representative.	
	The connection cable between the computer and the machine is not connected properly.	• Disconnect the machine cable and reconnect it.
	The connection cable between the computer and the machine is defective.	• If possible, attach the cable to another computer that is working properly and print a job. You can also try using a different machine cable.
	The port setting is incorrect.	• Check the Windows printer setting to make sure that the print job is sent to the correct port. If the computer has more than one port, make sure that the machine is attached to the correct one.
	The machine may be configured incorrectly.	• Check the printer driver options to ensure that all of the print settings are correct.
	The printer driver may be incorrectly installed.	• Reinstall the printer software. (See Installation and Setup.)
	The machine is malfunctioning.	• Check the display message on the control panel to see if the machine is indicating a system error. Contact a service representative.

Condition	Possible Cause	Suggested Solutions
A print job is extremely slow.	The job may be very complex.	• Reduce the complexity of the page or try adjusting the print quality settings.
		• After 100 consecutive prints the device print speed will slow down until the current job completes. The next job will return to rated speed.
Half the page is blank.	The page orientation setting may be incorrect.	• Change the page orientation in your application. See the printer driver help screen.
	The paper size and the paper size settings do not match.	• Ensure that the paper size in the printer driver settings matches the paper in the tray.
		• Or, ensure that the paper size in the printer driver settings matches the paper selection in the software application settings you use.
The machine prints, but the text is wrong, garbled, or incomplete.	The machine cable is loose or defective.	• Disconnect the machine cable and reconnect. Try a print job that you have already printed successfully. If possible, attach the cable and the machine to another computer that you know works and try a print job.
		• Try a new machine cable.
	The wrong printer driver was selected.	• Check the application's printer selection menu to ensure that your machine is selected.
	The software application is malfunctioning.	• Try printing a job from another application.
	The operating system is malfunctioning.	• Exit applications and reboot the computer. Turn the Xerox machine off and back on again.
Pages print, but they are blank.	The toner cartridge is defective or out of toner.	• Redistribute the toner.
		• If necessary, replace the toner cartridge.
	The file may have blank pages.	• Check the file to ensure that it does not contain blank pages.
	Some parts, such as the controller or the board, may be defective.	• Contact a service representative.

Condition	Possible Cause	Suggested Solutions
The machine does not print PDF file correctly. Some parts of graphics, text, or illustrations are missing.	Incompatibility between the PDF file and the Acrobat products.	• Printing the PDF file as an image may enable the file to print. Turn on Print As Image from the Acrobat printing options. It will take longer to print when you print a PDF file as an image.
The print quality of photos is not good. Images are not clear.	The resolution of the photo is very low.	• Reduce the photo size. If you increase the photo size in the software application, the resolution will be reduced.
Before printing, the machine emits vapor near the output tray.	Using damp paper can cause vapor during printing.	• Load a new batch of paper. • To avoid the paper absorbing too much moisture, do not open packages of paper until required.
The machine does not print special- sized paper, such as billing paper.	Paper size and paper size setting do not match.	• Set the correct paper size in the Custom Paper Size Settings in the Paper tab in the Printing Preferences.

Common PostScript Problems

The following situations are PS language specific and may occur when several printer languages are used.

Problem	Possible Cause	Solution
PostScript file cannot be printed.	The PostScript driver may not be installed correctly.	• Install the PostScript driver. (See Install Printer Software.) • Print a configuration page and verify that the PS version is available for printing. • If the problem persists, contact a service representative.
"Limit Check Error" report prints.	The print job was too complex.	• You might need to reduce the complexity of the page.
A PostScript error page prints.	The print job may not be PostScript.	• Make sure that the print job is a PostScript job. Check to see whether the software application expected a setup or PostScript header file to be sent to the machine.

Common Windows Problems

Condition	Suggested Solutions
"File in Use" message appears during installation.	• Exit all software applications. Remove all software from the printer's startup group, then restart Windows. Re-install the printer driver.
"General Protection Fault", "Exception OE", "Spool 32", or "Illegal Operation" messages appear.	• Close all other applications, reboot Windows and try printing again.
"Fail To Print", "A printer timeout error occurred" messages appear.	• These messages may appear during printing. Wait until the machine finishes printing. If the message appears in standby mode or after printing has been completed, check the connection and/or whether an error has occurred.

Note: Refer to the Microsoft Windows User Guide supplied with your computer for further information on Windows error messages.

Common Linux Problems

Condition	Suggested Solutions
The machine does not print.	• Check if the printer driver is installed on your system. Open the Unified Driver Configurator and switch to the **Printers** tab in the **Printers configuration** window to look at the list of available machines. Make sure that your machine is displayed on the list. If not, open the **Add new printer wizard** to set up your machine. • Check if the machine is started. Open the **Printers configuration** window and select your machine from the printer list. Look at the description in the **Selected printer** pane. If its status contains **Stopped**, press the **Start** button. Normal operation of the machine should be restored. The "stopped" status might be activated if problems in printing occurred. For instance, this could be an attempt to print a document when the port is being used by a scanning application. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other "consumer" will encounter a "device busy" response. You should open the **Ports Configuration** window and select the port assigned to your machine. In the **Selected port** pane you can see if the port is occupied by some other application. If this is the case, you should either wait for completion of the current job or press the **Release port** button. • Check if your application has a special print option such as "-oraw". If "-oraw" is specified in the command line parameter, then remove it to print properly. For Gimp front-end, select the "print" -> "Setup printer" and edit command line parameters in the command item.
The machine does not print whole pages, and output is printed on half the page.	• It is a known problem that occurs on version 8.51 or earlier of Ghostscript, 64-bit Linux OS.The problem is solved in AFPL Ghostscript v. 8.52 or above. Download the latest version of AFPL Ghostscript from *http://sourceforge.net/projects/ghostscript/* and install it to solve this problem.
Cannot scan via Gimp Front-end.	• Check if the Gimp Front-end has **Xsane: Device dialog**. on the **Acquire** menu. If not, you should install the Xsane plug-in for Gimp on the your computer. You can find the Xsane plug-in package for Gimp on the Linux distribution CD or the Gimp home page. For detailed information, refer to the 'Help for Linux' distribution CD or the Gimp Front-end application. • If you wish to use another kind of scan application, refer to the application's Help files.

Condition	Suggested Solutions
Error message "Cannot open port device file" displays when printing a document.	• Avoid changing print job parameters (via LPR GUI, for example) while a print job is in progress. Known versions of CUPS server break the print job whenever print options are changed and then try to restart the job from the beginning. Since Unified Linux Driver locks the port while printing, the abrupt termination of the driver keeps the port locked and unavailable for subsequent Print jobs. If this situation occurs, try to release the port by selecting **Release port** in **Port configuration** window.
The machine does not appear on the scanners list.	• Ensure your machine is attached to your computer, connected properly via the USB port, and is turned on. • Ensure the scanner driver for your machine is installed on your system. Open Unified Linux Driver configurator, switch to **Scanners configuration**, then press **Drivers**. Make sure that a driver with a name corresponding to your machine's name is listed in the window. • Ensure the port is not busy. Since functional components of the machine (printer and scanner) share the same I/O interface (port), simultaneous access of different "consumer" applications to the same port is possible. To avoid possible conflicts, only one of them at a time is allowed to gain control over the machine. The other "consumer" will encounter "device busy" response. This usually happens when starting a scan procedure. An appropriate message box appears. • To identify the source of the problem, open the **Ports configuration** and select the port assigned to your scanner, port's symbol /dev/mfp0 corresponds to LP:0 designation displayed in the scanners' options, /dev/mfp1 relates to LP:1, and so on. USB ports start at /dev/mfp4, so scanner on USB:0 relates to /dev/mfp4 respectively and so forth sequentially. In the **Selected port** pane, you can see if the port is occupied by another application. If this is the case, you should either wait for completion of the current job or press the **Release port** button.
The machine does not scan.	• Ensure a document is loaded into the machine, ensure your machine is connected to the computer.

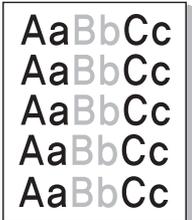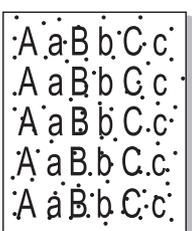Note: Refer to the Linux User Guide supplied with your computer for further information on Linux error messages.
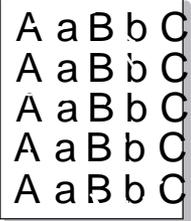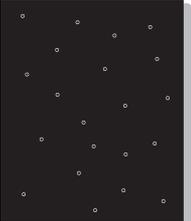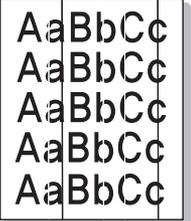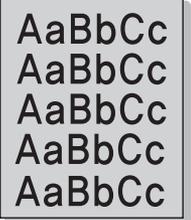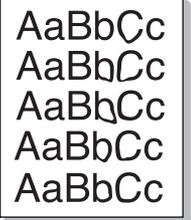
Common Macintosh Problems

Condition	Suggested Solutions
The machine does not print PDF files correctly. Some parts of graphics, text, or illustrations are missing.	• Printing the PDF file as an image may enable the file to print. Turn on **Print As Image** from the Acrobat printing options. • It will take longer to print when you print a PDF file as an image.
The document has printed, but the print job has not disappeared from the spooler in Mac OS X10.3.2.	• Update your MAC OS to OS X 10.5 or higher.
Some letters are not displayed normally during the cover page printing.	• Mac OS cannot create the font during the cover page printing. The English alphabet and numbers are displayed normally on the cover page.

Note: Refer to the Macintosh User Guide supplied with your computer for further information on Macintosh error messages.

Print Quality Problems

If the inside of the machine is dirty or paper has been loaded improperly, there might be a reduction in print quality. See the table below to clear the problem.

Condition	Suggested Solutions
Light or faded print AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If a vertical white streak or faded area appears on the page, the toner supply is low. You may be able to temporarily extend the toner cartridge life. (See Redistributing Toner.) If this does not improve the toner quality, install a new toner cartridge. • The paper may not meet paper specifications; for example, the paper may be too moist or rough. (See Media Guidelines.) • If the entire page is light, the print resolution setting is too low or the toner save mode is on. Adjust the print resolution and turn the toner save mode off. See the help screen of the printer driver. • A combination of faded or smeared defects may indicate that the toner cartridge needs replacing. (See Replacing the Toner Cartridge.)
Toner specks AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• The paper may not meet specifications; for example, the paper may be too moist or rough. (See Media Guidelines.) • The transfer roller may be dirty. Clean the inside of your machine. (See Cleaning the Machine.) • The paper path may need cleaning. (See Cleaning the Machine.)

Condition	Suggested Solutions
Dropouts	If faded areas, generally rounded, occur randomly on the page: • A single sheet of paper may be defective. Try reprinting the job. • The moisture content of the paper is uneven or the paper has moist spots on its surface. Try a different brand of paper. (See Media Guidelines.) • The paper is damaged. The manufacturing processes can cause some areas to reject toner. Try a new ream or brand of paper. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to **Thick**. • If these steps do not correct the problem, contact a service representative.
White Spots	If white spots appear on the page: • The paper is too rough and dirt from the paper falls to the inner areas of the machine on to the transfer roller. Clean the inside of your machine. (See Cleaning the Machine.) • The paper path may need cleaning. (See Cleaning the Machine.)
Vertical lines	If black vertical streaks appear on the page, isolate the problem to copying, printing or scanning and perform the following: • If copying or scanning, check the CVT glass and platen glass and if necessary clean using a lint-free cloth. • If copying or printing, the drum cartridge inside the machine has probably been scratched. Remove the drum cartridge and install a new one. (See Replacing the Drum Cartridge.) If white vertical streaks appear on the page:
Background	If the amount of background shading becomes unacceptable: • Change to a lighter weight paper. (See Media Specifications.) • Check the environmental conditions: very dry conditions or a high level of humidity (higher than 80 % RH) can increase the amount of background shading. • Remove the old toner cartridge and install a new one. (See Replacing the Toner Cartridge.)
Toner smear	If toner smears on the page: • Clean the inside of the machine. (See Cleaning the Machine.) • Check the paper type and quality. (See Media Guidelines.) • Remove the toner cartridge and install a new one. (See Replacing the Toner Cartridge.)

Condition	Suggested Solutions
Vertical repetitive defects AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	If marks repeatedly appear on the printed side of the page at even intervals: • The toner cartridge may be damaged. Run a few prints through the machine and if you still have the problem, remove the toner cartridge and install a new one. (See Replacing the Toner Cartridge.) • Parts of the machine may have toner on them. If the defects occur on the back of the page, the problem will likely correct itself after a few more pages. • The fusing assembly may be damaged. Contact a service representative.
Background scatter A	Background scatter results from bits of toner randomly distributed on the printed page. • The paper may be too damp. Load a new batch of paper. Do not open packages of paper until necessary so that the paper does not absorb too much moisture. • If background scatter occurs on an envelope, change the printing layout to avoid printing over areas that have overlapping seams on the reverse side. Printing on seams can cause problems. • If background scatter covers the entire surface area of a printed page, adjust the print resolution through your software application or using the printer driver options.
Misformed characters AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• If characters are improperly formed and producing hollow images, the paper stock may be too slick. Try different paper. (See Media Guidelines.) • If characters are improperly formed and producing a wavy effect, the scanner unit may need service. Contact a service representative.
Page skew AaBbC AaBbC AaBbC AaBbC AaBbC	• Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines.) • Ensure that the guides are not too tight or too loose against the paper stack. (See Loading Paper.)
Curl or wave AaBbCc AaBbCc AaBbCc AaBbCc AaBbCc	• Ensure that the paper is loaded properly. • Check the paper type and quality. Both high temperature and humidity can cause paper curl. (See Media Guidelines.) • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray. • Change the printer option and try again. Go to **Printing Preferences**, click **Paper** tab, and set type to **Thin**. • If job is simplex, leave the rear cover open. Prints will be delivered face up. Note: The rear cover output can only be used for simplex jobs one sheet at a time. Do not leave rear cover open for duplex jobs.
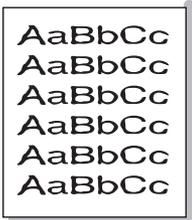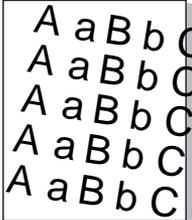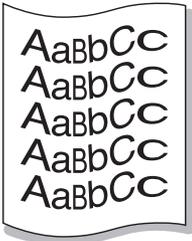
Condition	Suggested Solutions
Wrinkles or creases	• Ensure that the paper is loaded properly. • Check the paper type and quality. (See Media Guidelines.) • Turn the stack of paper over in the tray. Also try rotating the paper 180 degrees in the tray.
Back of printouts are dirty	Check for leaking toner. Clean the inside of the machine. (See Cleaning the Machine.)
Solid Black pages	• The toner cartridge may not be installed properly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. • The machine may require repair. Contact a service representative.
Loose toner	• Clean the inside of the machine. • Check the paper type and quality. (See Media Guidelines.) • Remove the toner cartridge and install a new one. (See Replacing the Toner Cartridge.) • The machine may require repair. Contact a service representative.
Character Voids	Character voids are white areas within parts of characters that should be solid black: • If you are using transparencies, try another type of transparency. Because of the composition of transparencies, some character voids are normal. • You may be printing on the wrong surface of the paper. Remove the paper and turn it around. • The paper may not meet paper specifications.
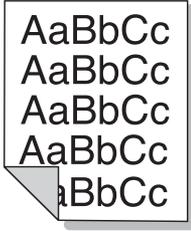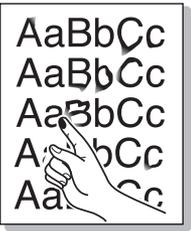
Condition	Suggested Solutions
Horizontal stripes A a B b C A a B b C A a B b C A a B b C A a B b C	If horizontally aligned black lines, stripes, streaks or smears appear: • The toner cartridge may be installed improperly. Remove the cartridge and reinsert it. • The toner cartridge may be defective. Remove the toner cartridge and install a new one. (See Replacing the Toner Cartridge.) • If the problem persists, the machine may require repair. Contact a service representative.
An unknown image repetitively appears on a few sheets or loose toner, light print, or contamination occurs.	• Your machine is probably being used at an altitude of 1,500 m (4,921 ft) or above. • The high altitude may affect the print quality, such as loose toner or light imaging. Change the correct altitude setting to your machine. (See Machine Settings.)

Copying Problems

Condition	Suggested Solutions
Copies are too light or too dark.	• Use **Darkness** in **Copy feature** to lighten or darken the copies. (See Copying.)
Smears, lines, marks, or spots appear on copies.	• If the defects are on the original, use Darkness in Copy feature to lighten the background of your copies. (See Copying.) • If there are no defects on the original, clean the scanner unit. (See Cleaning the Machine.) • If the defect occurs when using the automatic document feeder, clean the CVT glass using a lint-free cloth.
Copy image is skewed.	• Ensure that the original is face down on the platen glass and not skewed. • Ensure that the original is face up in the automatic document feeder and just touching the guides. • Check that the copy paper is loaded correctly. • The transfer roller may be dirty. Clean the inside of your machine.
Blank copies.	• Ensure that the original is face down on the platen glass or face up in the automatic document feeder. If the problem continues, contact a service representative.
Image rubs off the copy easily.	• Replace the paper in the tray with paper from a new package. • In high humidity areas, do not leave paper in the machine for extended periods of time.

Condition	Suggested Solutions
Frequent copy paper jams occur.	• Fan the stack of paper, then turn it over in the tray. Replace the paper in the tray with a fresh supply. Check/adjust the paper guides, if necessary. • Ensure that the paper is the proper paper weight and type. • Check for copy paper or pieces of copy paper remaining in the machine after a paper jam has been cleared.
Toner cartridge produces fewer copies than expected before running out of toner.	• Your originals may contain pictures, solids, or heavy lines. For example, your originals may be forms, newsletters, books, or other documents that use more toner. • The automatic document feeder may be left open while copies are being made. • Turn the machine off and back on.

Scanning Problems

Condition	Suggested Solutions
The scanner does not work.	• Make sure that you place the original to be scanned face down on the platen glass, or face up in the automatic document feeder. • There may not be enough available memory to hold the document you want to scan. • Check that the scanner is configured correctly. • Check that the machine cable is connected properly. • Make sure that the machine cable is not defective. Switch the cable with a known good cable. If necessary, replace the cable.
The unit scans very slowly.	• If the machine is printing received data, wait to scan your document after the received data has been printed. • Keep in mind that graphics are scanned more slowly than text.

Fax Problems

Condition	Suggested Solutions
No dial tone.	• Check that the phone line is properly connected. • Check that the phone socket on the wall is working by plugging in another phone.
The numbers stored in memory do not dial correctly.	• Make sure that the numbers are stored in memory correctly. To check, print an **Address Book** list.
The original does not feed into the machine.	• Make sure that the paper is not wrinkled and you are inserting it correctly. • Check that the original is the right size, not too thick or thin. • Make sure that the automatic document feeder is firmly closed. • The automatic document feeder rubber pad may need to be replaced. Contact a service representative.

Condition	Suggested Solutions
Faxes are not received automatically.	• The receiving mode should be set to fax. • Make sure that there is paper in the tray. • Check to see if the display shows any error message and follow the instructions to remedy the problem.
The machine does not send.	• Make sure that the original is loaded in the automatic document feeder or on the platen glass. • Check the fax machine to which you are sending your fax to see if it can receive your fax. • Try the job again later; the line may have a fault or be busy.
The incoming fax has blank spaces or is of poor quality.	• The fax machine sending you the fax may be faulty. • A noisy phone line can cause line errors. • Check your machine by making a copy. • The toner cartridge may be empty. Replace the toner cartridge. (See Replacing the Toner Cartridge.)
Some of the words on an incoming fax are stretched.	• The fax machine sending the fax had a temporary document jam.
There are lines on the originals you sent.	• Check your scanner unit for contamination or debris and clean it. (See Cleaning the Machine.)
The machine dials a number, but the connection with the other fax machine fails.	• The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask her/him to solve the problem.
Faxes do not store in memory.	• There may not be enough memory space to store the fax. If the display indicating the memory status shows, delete any faxes you no longer need from the memory, and then try to store the fax again. • Call for service.
Blank areas appear at the bottom of each page or on other pages, with a small strip of text at the top.	• You may have chosen the wrong paper settings in the user option setting. For details about paper settings refer to Installation and Setup.

Further Assistance

For any additional help visit our customer web site at www.xerox.com or contact the *Xerox Support Center* quoting the machine serial number.

Xerox Support Center

If a fault cannot be resolved by following the display instructions, see Error Messages. If the difficulty persists, contact the Xerox Support Center. The Xerox Support Center will want to know the nature of the problem, the machine serial number, the fault code (if any), and the name and location of your company.

Locating the Serial Number

The serial number is located on the data plate on the rear cover of the machine.

The serial number is also listed on the Configuration report under the Device Profile heading. See below to print a Configuration report.

Printing a Machine Report

At the machine, you can print several types of reports on the machine's information and activity.

1. Press **Machine Status** on the control panel.
2. Press the up/down arrows to scroll to **Information Pages** and press **OK**.
3. Scroll to select the report you want to print. Options are:
   - Configuration, Demo Page, Network Configuration, Supplies Info, Usage Counter, Fax Received, Fax Sent, Scheduled Jobs, Fax Confirm, E-mail Sent, Junk Fax, PCL Font, PS Font, Epson Font, Address Book.
4. Press **OK**.
5. Select **Yes** at the **Print?** prompt and press **OK.**

From a networked PC, you can find your machine's serial number, print a configuration report, and browse the status. To get to CentreWare Internet Services:

- Open a web browser at your networked computer.
- Enter the machine's **IP address** in the browser address window.
- CentreWare Internet Services opens to the Home page, where you can see the Serial Number on the left.
- To print reports, select **Information > Print Information**. Select and print the report you need.

Further Assistance

Specifications

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This chapter includes:

Machine Specifications

Machine Configurations

Feature	WorkCentre 3215NI	WorkCentre 3225 DN	WorkCentre 3225DNI
Hardware Configuration	600 mHz Processor 256 MB Memory Automatic Document Feeder Paper Tray, Manual Feed Slot	600 mHz Processor 256 MB Memory Internal Duplex Unit Automatic Document Feeder Paper Tray and Manual Feed Slot	
Machine Size (width x depth x height)	15.8 x 14.2 x 14.4 inches (401 x 362 x 367 mm)		
Machine Weight Net (with consumables)	24.5 lbs (11.1 kg)	24.9 lbs (11.3 kg)	
Access	From the front		
Speed: Simplex	Up to 27 ppm on Letter Up to 26 ppm on A4	Up to 29 ppm on Letter Up to 28 ppm on A4	
Speed: Duplex	Manual	Automatic Up to 13 ppm on Letter Up to 12 ppm on A4	
First Print Out Time	As fast as 8.5 seconds from Ready/Standby		
Warm Up Time	From Power Saver Mode: Less than 14 seconds		

Media Specifications

Main Paper Tray 1

Feature	WorkCentre 3215NI / 3225DN / DNI
Capacity: Main Tray	250 sheets 20 lb (80 g/m²) paper
Media Types	Plain paper, bond
Media Weights	16 - 43 lb (60 to 163 g/m²)
Media Sizes	Length: min 4.13 inches - max 14 inches (148 - 356 mm) Width: min: 5.85 inches max 8.5 inches (105 - 216 mm) Letter: 8.5 x 11 inches Legal: 8.5 x 14 inches A4, A5, A6, Folio, Oficio, ISO B5 (176 x 250 mm), JIS B5 (182 x 257 mm), Executive: 7.25 x 10.5 inches (184.2 x 266.7 mm)

Manual Feed Slot

Feature	WorkCentre 3215NI / 3225DN / DNI
Capacity	1 sheet
Media Types	Bond paper, Transparency, Envelope, Labels, Card Stock, Thick, Thin, Cotton, Color, Pre-printed, Recycled, Archive
Media Weights	16 - 58 lb (60 to 220 g/m²)
Media Size Range	Length min 5.0 inches - max 14 inches (127 - 356 mm) Width min 3.0 inches - max 8.5 inches (76 - 216 mm) Including Envelope Monarch/Com 10/DL/C5/C6, A4, A5, A6, Executive, Folio, Oficio, ISO B5, JIS B5, Letter, Legal

Duplex Unit

Feature	WorkCentre 3225DN / DNI Only
Media Weights	16 - 32 lb (60 to 120 g/m²)
Media Sizes	A4, Letter, Oficio, Folio, Legal
Media Types	Plain Paper, Thin, Thick, Recycled, Bond

Automatic Document Feeder

Feature	WorkCentre 3215NI	WorkCentre 3225DN / DNI
Capacity	40 sheets of 20 lb (80 g/m²) bond paper	
Paper Weights	16 - 28 lb (60 to 105 g/m²)	
Paper Sizes	Width: 5.8 - 8.5 inches (148 - 216 mm) Length: 5.8 - 14.0 inches (148 - 356 mm)	
Automatic Document Feeder Speed (A4 mono)	17 ipm	17 ipm

Output Tray

Feature	WorkCentre 3215NI / WorkCentre 3225DN / DNI
Top Output Tray Capacity	120 sheets of 20 lb. / 80 g/m² bond paper Delivered face down

Feature Specifications

Print Features

Feature	WorkCentre 3215NI	WorkCentre 3225DN / DNI
Speed	Letter: 27 ppm one-sided A4: 26 ppm	Letter: 29 ppm one-sided A4: 28 ppm Two-sided Letter: 13 ppm Two-sided A4: 12 ppm
Maximum Print Area	8.5 x 14 inches US Legal (216 mm x 356 mm)	
Maximum Print Resolution	True 600 x 600 dpi Up to 1200 x 1200 effective output	
Toner Cartridge Yield	Standard Toner Cartridge, Average Yield: 1000 standard prints High Yield Cartridge: Average Yield: 3000 standard prints Yield from Starter Cartridge supplied with machine: 1500 standard prints	
Standard Printer Memory	256 MB	
Compatibility	Windows PC / MAC / Linux / Unix	
PDL / PCL	SPL, PCL5e, PCL6, Postscript 3	

Fax Features

Feature	WorkCentre 3215NI / WorkCentre 3225DN / DNI
Fax Transmission Speed	33.6 Kbps
Telephone Line Type	Standard public analogue switched telephone line or equivalent PSTN, PABX
Communication Standard	ITU-T, G3, ECM
Maximum Resolution Capability	300 x 300 dpi
Effective Scanning Width	8.5 inches (216 mm)
Maximum Print Width	8.5 inches (216 mm)
Connection Approvals	EU/EEA: certified to TBR21 USA: approved to FCC Pt 68 Canada: approved to DOC CS-03 Other countries: certified to national PTT standards

Copy Features

Feature	WorkCentre 3215NI / WorkCentre 3225DN / DNI
First Copy Out Time	In Standby Mode: • From ADF: less than 15 seconds • From Platen: less than 14 seconds In Power Save Mode: 42 seconds
Zoom Range	25 % - 400 % From platen and ADF
Maximum Resolution	600 x 600 dpi
Multi Copy	1 - 99
Copy Speeds	Single original, multiple copies: 28 cpm Multiple originals, multiple copies: 17 ipm

Scan Features

Feature	WorkCentre 3215NI, 3225DN / DNI
Maximum Document Width	8.5 inches (216 mm)
Effective Scan Width	8.2 inches (208 mm)
Maximum Resolution	Up to 1200 x 1200 dpi optical Enhanced: up to 4800 x 4800 dpi interpolated
Scan to PC via USB or network connection	Yes
Scan Speeds	6 - 17 ipm, depending on scan mode
Scan Send Modes	Black and White, Grayscale, and Color
Grayscale	256 levels
Compatibility	TWAIN Standard

Network Environment

Item	WorkCentre 3215NI	WorkCentre 3225DN	WorkCentre 3225DNI
Network interface	• Ethernet 10/100/1000 Base-TX • 802.11b/g/n Wireless LAN	• Ethernet 10/100/1000 Base-TX	• Ethernet 10/100/1000 Base-TX • 802.11b/g/n Wireless LAN
Print from USB	No	No	No
Apple Airprint®	Yes	Yes	Yes
Google Cloud Print®	Yes	Yes	Yes
Network operating system	• Windows® 7 & 8, XP, Server 2003. Server 2008, Vista, Server 2008 R2 • Various Linux OS • Mac OS X 10.5 ~ 10.9 • Unix		
Network protocols	• TCP/IPv4, TPC/IPv6 • DHCP, BOOTP • DNS, WINS, DDNS, Bonjour, SLP, UPnP • Standard TCP/IP Printing (RAW), LPR, IPP, WSD • SNMPv1/v2c/v3, HTTP, IPSec		

System Requirements

Microsoft® Windows®

Operating System	CPU	RAM	Free HDD Space
Windows Server® 2003 (32/64 bit)	Intel® Pentium® III 933 MHz (Pentium IV 1 GHz)	128 MB (512 MB)	1.25 GB to 2 GB
Windows Server® 2008 (32/64 bit)	Intel® Pentium® IV 1 GHz (Pentium IV 2 GHz)	512 MB (2 GB)	10 GB
Windows Vista® (32/64 bit)	Intel® Pentium® IV 3 GHz	512 MB (1 GB)	15 GB
Windows® 7 & Windows® 8 (32/64 bit)	Intel® Pentium® IV 1 GHz 32-bit or 64-bit processor or higher	1 GB (2 GB)	16 GB
	• Support for DirectX® 9 graphics with 128 MB memory (to enable the Aero theme). • DVD-R/W Drive		
Windows Server® 2008 R2 (64 bit)	Intel® Pentium® IV 1 GHz (x86) or 1.4 GHz (x64) processors (2 GHz or faster)	512 MB (2 GB)	10 GB
Windows® XP	Intel® Pentium® III 933 MHz (Pentium IV 1 GHz)	128 MB (256 MB)	1.5 GB
Notes:	• Internet Explorer 6.0 or higher is the minimum requirement for all Windows operating systems. • Users who have administrator rights can install the software. • Windows Terminal Services is compatible with your machine.		

Macintosh

Operating System	CPU	RAM	Free HDD Space
Mac OS X 10.5	Intel® processors 867 MHz or faster PowerPC G4/ G5	512 MB (1 GB)	1 GB
Mac OS X 10.6	Intel® processors	1 GB (2 GB)	1 GB
Mac OS X 10.7 ~ 10.9	Intel® processors	2 GB	4 GB

Linux

Operating System	CPU	RAM	Free HDD Space
• Fedora 11-19 • OpenSuSE® 11.0, 11.1, 11.2, 11.3, 11.4, 12.1, 12.2, 12.3 • Ubuntu 10.04, 10.10, 11.04, 11.10, 12.04, 12.10, 13.04 • Debian 5.0, 6.0, 7.0, 7.1 • Redhat® Enterprise Linux 5, 6 • SuSE Linux Enterprise Desktop 10, 11 • Mint 13, 14, 15	Pentium IV 2.4GHz (Intel Core™2)	512 MB (1 GB)	1 GB (2 GB)

Unix

Operating System	Free HDD Space
Sun Solaris 9, 10, 11(x86, SPARC) HP-UX 11.0, 11i v1, 11i v2, 11i v3 (PA-RISC, Itanium) IBM AIX 5.1, 5.2, 5,3, 5.4, 6.1, 7.1 (Power PC)	Up to 100 MB

Electrical Specifications

Feature	WorkCentre 3215NI / WorkCentre 3225DN / DNI
Frequency	50/60 Hz
Electrical Voltage	110 - 127 VAC & 220 - 240 VAC
Average Power Consumption	Power Save mode: 1.1 Watts Stand By mode: Less than 50 Watts Average Operation - Continuous Printing: less than 400 Watts

Environmental Specifications

Feature	WorkCentre 3215NI / WorkCentre 3225DN / DNI
Operating Temperature - both printer and consumables	Between 10 - 32 degrees C (50 - 90 degrees F)
Relative Humidity	Acceptable Humidity range: 10 - 80 % Optimal humidity range: 20 - 70 % Optimal relative humidity at 28 degrees C (82 F) Note: Under extreme environmental conditions, such as 10 degrees C and 80 % relative humidity, defects can occur due to condensation.
Elevation	For optimum performance, use the printer at elevations below 3100 M (10,170 ft.).

Environmental Specifications

Safety

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This chapter includes:
- Electrical Safety
- Operational Safety
- Maintenance Safety
- Environmental, Health, and Safety Contact Information

Your printer and the recommended supplies have been designed and tested to meet strict safety requirements. Attention to the following information ensures the continued safe operation of your Xerox printer.

Electrical Safety

General Guidelines

⚠️ **WARNING:** Unauthorized alterations, which may include the addition of new functions or connection of external machines, may impact the machine certification. Please contact your Xerox representative for more information.

- Do not push objects into slots or openings on the printer. Touching a voltage point or shorting out a part could result in fire or electric shock.
- Do not remove the covers or guards that are fastened with screws unless you are installing optional equipment and are instructed to do so. Turn off the printer when performing these installations. Disconnect the power cord when removing covers and guards for installing optional equipment. Except for user-installable options, there are no parts that you can maintain or service behind these covers.

The following are hazards to your safety:

- The power cord is damaged or frayed.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- The printer emits smoke, or the surface is unusually hot.
- The printer emits unusual noise or odors.
- The printer causes a circuit breaker, fuse, or other safety device to activate.

If any of these conditions occur, do the following:

1. Turn off the printer immediately.
2. Disconnect the power cord from the electrical outlet.
3. Call an authorized service representative.

Power Cord

Use the power cord supplied with your printer.

- Plug the power cord directly into a properly grounded electrical outlet. Ensure that each end of the cord is connected securely. If you do not know if an outlet is grounded, ask an electrician to check the outlet.

⚠️ **WARNING:** To avoid risk of fire or electrical shock, do not use extension cords, power strips, or power plugs for more than 90 days. When a permanent outlet receptacle cannot be installed, use only one factory-assembled extension cord of the appropriate gauge per printer or multifunction printer. Always adhere to national and local building, fire, and electrical codes regarding length of cord, conductor size, grounding, and protection.

- Do not use a ground adapter plug to connect the printer to an electrical outlet that does not have a ground connection terminal.

- Verify that the printer is plugged into an outlet that is providing the correct voltage and power. Review the electrical specification of the printer with an electrician if necessary.
- Do not place the printer in an area where people can step on the power cord.
- Do not place objects on the power cord.
- Do not plug or unplug the power cord while the power switch is in the On position.
- If the power cord becomes frayed or worn, replace it.
- To avoid electrical shock and damage to the cord, grasp the plug when unplugging the power cord.

The power cord is attached to the printer as a plug-in device on the back of the printer. If it is necessary to disconnect all electrical power from the printer, disconnect the power cord from the electrical outlet.

Emergency Turn Off

If any of the following conditions occur, turn off the printer immediately and disconnect the power cord from the electrical outlet. Contact an authorized Xerox service representative to correct the problem if:

- The equipment emits unusual odors or makes unusual noises.
- The power cable is damaged or frayed.
- A wall panel circuit breaker, fuse, or other safety device has been tripped.
- Liquid is spilled into the printer.
- The printer is exposed to water.
- Any part of the printer is damaged.

Laser Safety

This printer complies with laser product performance standards set by governmental, national, and international agencies and is certified as a Class 1 Laser Product. The printer does not emit hazardous light because the beam is totally enclosed during all modes of customer operation and maintenance.

⚠ **WARNING:** Use of controls, adjustments, or performance of procedures other than those specified in this manual can result in hazardous radiation exposure.

Operational Safety

Your printer and supplies were designed and tested to meet strict safety requirements. These include safety agency examination, approval, and compliance with established environmental standards.

Your attention to the following safety guidelines helps to ensure the continued, safe operation of your printer.

Operational Guidelines

- Do not remove any paper trays while the printer is printing.
- Do not open the doors when the printer is printing.
- Do not move the printer when it is printing.
- Keep hands, hair, neckties, and so on, away from the exit and feed rollers.
- Covers, which require tools for removal, protect the hazard areas within the printer. Do not remove the protective covers.

Ozone Release

This printer produces ozone during normal operation. The amount of ozone produced is dependent on copy volume. Ozone is heavier than air and is not produced in amounts large enough to harm anyone. Install the printer in a well-ventilated room.

For more information in the United States and Canada, go to www.xerox.com/environment. In other markets, please contact your local Xerox representative or go to www.xerox.com/environment_europe.

If you need additional information about ozone, please request the Xerox publication Facts About Ozone (part number 610P64653) by calling 1-800-828-6571 in the United States and Canada. In other markets, please contact your local Xerox representative.

Printer Location

- Place the printer on a level, solid, non-vibrating surface with adequate strength to hold its weight. To find the weight for your printer configuration, see Machine Specifications.
- Do not block or cover the slots or openings on the printer. These openings are provided for ventilation and to prevent overheating of the printer.
- Place the printer in an area where there is adequate space for operation and servicing.
- Place the printer in a dust-free area.
- Do not store or operate the printer in an extremely hot, cold, or humid environment.
- Do not place the printer near a heat source.
- Do not place the printer in direct sunlight to avoid exposure to light-sensitive components.
- Do not place the printer where it is directly exposed to the cold air flow from an air conditioning system.
- Do not place the printer in locations susceptible to vibrations.

- For optimum performance, use the printer at the elevations specified in Environmental Specifications.

Printer Supplies

- Use the supplies designed for your printer. The use of unsuitable materials can cause poor performance and a possible safety hazard.
- Follow all warnings and instructions marked on, or supplied with, the product, options, and supplies.
- Store all consumables in accordance with the instructions given on the package or container.
- Keep all consumables away from the reach of children.
- Never throw toner, print/drum cartridges, or toner containers into an open flame.
- When handling cartridges, for example toner and such, avoid skin or eye contact. Eye contact can cause irritation and inflammation. Do not attempt to disassemble the cartridge, which can increase the risk of skin or eye contact.

⚠ **CAUTION:** Use of non-Xerox supplies is not recommended. The Xerox Warranty, Service Agreement, and Total Satisfaction Guarantee do not cover damage, malfunction, or degradation of performance caused by use of non-Xerox supplies, or the use of Xerox supplies not specified for this printer. The Total Satisfaction Guarantee is available in the United States and Canada. Coverage could vary outside these areas. Contact your Xerox representative for details.

Maintenance Safety

- Use supplies and cleaning materials only as directed in the Maintenance section of this manual.
- Do not remove covers or guards that are fastened with screws. There are no parts behind these covers that you can maintain or service.
- Do not attempt any maintenance procedure that is not specifically described in the documentation supplied with your printer.
- Clean with a dry lint-free cloth only.

⚠ **WARNING:** Aerosol cleaners can be explosive or flammable when used on electromechanical equipment.

- Do not burn any consumables or routine maintenance items. For information on Xerox supplies recycling programs, go to www.xerox.com/gwa.

Printer Symbols

Symbol	Description
⚠	Warning: Indicates a hazard which, if not avoided, could result in death or serious injury.
❗	Caution: Indicates a mandatory action to take in order to avoid damage to the property.
♨	Hot surface on or in the printer. Use caution to avoid personal injury.
🚫🔥	Do not burn the item.
🚫💡⏱	Do not expose the imaging unit to light for more than 10 minutes.
🚫☀	Do not expose the imaging unit to direct sunlight.

Symbol	Description
	Do not touch the part or area of the printer.
175°C 347°F 00:40⁰⁰	Warning: Wait for the printer to cool for the specified time before touching the fuser.
	This item can be recycled. For details, see Recycling and Disposal.

Environmental, Health, and Safety Contact Information

For more information on Environment, Health, and Safety in relation to this Xerox product and supplies, contact the following customer help lines:

United States: 1-800 ASK-XEROX

Canada: 1-800 ASK-XEROX

Europe: +44 1707 353 434

For product safety information in the United States, go to www.xerox.com/environment.

For product safety information in Europe, go to www.xerox.com/environment_europe.

Regulatory

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This chapter includes:
- Basic Regulations
- Copy Regulations
- Fax Regulations
- Material Safety Data

Basic Regulations

Xerox has tested this device to electromagnetic emission and immunity standards. These standards are designed to mitigate interference caused or received by this device in a typical office environment.

United States (FCC Regulations)

This device has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a commercial environment. This device generates, uses, and can radiate radio frequency energy. If it is not installed and used in accordance with these instructions, it may cause harmful interference to radio communications. Operation of this device in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his/her own expense.

If this device does cause harmful interference to radio or television reception, which can be determined by turning the device off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiver.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/television technician for help.

Changes or modifications to this equipment not approved by Xerox can void the authority of the user to operate this equipment.

Note: To ensure compliance with Part 15 of the FCC rules, use shielded interface cables.

Canada

This Class A digital apparatus complies with Canadian ICES-003.

Cet appareil numérique de la classe A est conforme à la norme NMB-003 du Canada.

European Union

The CE mark applied to this device symbolizes Xerox's declaration of conformity with the following applicable Directives of the European Union as of the dates indicated:

- December 12, 2006: Low Voltage Directive 2006/95/EC
- December 15, 2004: Electromagnetic Compatibility Directive 2004/108/EC
- March 9, 1999: Radio & Telecommunications Terminal Equipment Directive 1999/5/EC

This printer, if used properly in accordance with the user's instructions, is not dangerous for the consumer or for the environment.

To ensure compliance with European Union regulations, use shielded interface cables.

A signed copy of the Declaration of Conformity for this device can be obtained from Xerox.

European Union Lot 4 Imaging Equipment Agreement Environmental Information

Environmental Information Providing Environmental Solutions and Reducing Cost

Introduction

The following information has been developed to assist users and has been issued in relation to the European Union (EU) Energy Related Products Directive, specifically the Lot 4 study on Imaging Equipment. This requires manufacturers to improve environmental performance of in scope products and supports the EU action plan on energy efficiency.

In scope products are Household and Office equipment that meet the following criteria.

- Standard monochrome format products with a maximum speed less than 66 A4 images per minute
- Standard color format products with a maximum speed less than 51 A4 images per minute

Environmental Benefits of Duplex Printing

Most Xerox products have duplex printing, also known as 2-sided printing, capability. This enables you to print on both sides of the paper automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption. The Lot 4 Imaging Equipment agreement requires that on models greater than or equal to 40 ppm color or greater than or equal to 45 ppm monochrome the duplex function has been auto enabled, during the setup and driver installation. Some Xerox models below these speed bands may also be enabled with 2-sided printing settings defaulted on at the time of install. Continuing to use the duplex function will reduce the environmental impact of your work. However, should you require simplex/1-sided printing, you may change the print settings in the printer driver.

Paper Types

This product can be used to print on both recycled and virgin paper, approved to an environmental stewardship scheme, which complies with EN1 2281 or a similar quality standard. Lighter weight paper (60 g/m^2), which contains less raw material and thus save resources per print, may be used in certain applications. We encourage you to check if this is suitable for your printing needs.

ENERGY STAR

The ENERGY STAR program is a voluntary scheme to promote the development and purchase of energy efficient models, which help to reduce environmental impact. Details on the ENERGY STAR program and models qualified to ENERGY STAR can be found at the following Web site: www.energystar.gov/index.cfm?fuseaction=find_a_product.showProductGroup&pgw_code=IEQ

The Xerox WorkCentre 3225 Multifunction Printer is ENERGY STAR® qualified under the Energy STAR Program Requirements for Imaging Equipment.

The ENERGY STAR and ENERGY STAR MARK are registered United States trademarks. The ENERGY STAR Imaging Equipment Program is a team effort between U.S., European Union, and Japanese governments and the office equipment industry to promote energy-efficient copiers, printers, fax, multifunction machines, personal computers, and monitors. Reducing product energy consumption helps combat smog, acid rain, and long-term changes to the climate by decreasing the emissions that result from generating electricity.

Xerox ENERGY STAR equipment is preset at the factory. Your printer will be delivered with the timer for switching to Power Save Mode from the last copy/print out set at one minute. A more detailed description of this feature can be found in the Getting Started section of this guide.

Power Consumption and Activation Time

The amount of electricity a product consumes depends on the way the device is used. This product is designed and configured to enable you to reduce your electricity costs. After the last print, the device switches to Ready mode. In this mode, the device can print again immediately. If the product is not used for a period of time, the device switches to a Power Saver mode. In these modes, to enable reduced product power consumption, only essential functions remain active.

The product takes slightly longer to produce the first print after it exits Power Saver mode than it takes in Ready mode. This delay is the result of the system waking up from Power Saver mode and is typical of most imaging products on the market.

You can set a longer activation time or completely deactivate the Power Saver mode. This device can take longer to switch to a lower energy level.

To learn more about Xerox participation in sustainability initiatives, go to: www.xerox.com/about-xerox/environment/enus.html.

For additional information on energy or other related topics, please visit: www.xerox.com/about-xerox/environment/enus.html. or www.xerox.co.uk/about-xerox/environment/engb.html.

Germany

Blue Angel

The Xerox® WorkCentre® 3225 DI/DNI is Blue Angel certified under the RAL-UZ-171 requirements for Imaging Equipment.

RAL, the German Institute for Quality Assurance and Labeling, has awarded this device the Blue Angel Environmental Label. This label distinguishes it as a device that satisfies Blue Angel criteria for environmental acceptability in terms of device design, manufacture, and operation.

For more information, go to: www.blauer-engel.de.

Blendschutz

Das Gerät ist nicht für die Benutzung im unmittelbaren Gesichtsfeld am Bildschirmarbeitsplatz vorgesehen. Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Larmemission

Maschinenlärminformatians-Verordnung3 . GPSGV: Der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäß EN ISO 7779.

Importeur

Xerox GmbH
Hellersbergstraße 2-4
41460 Neuss
Deutschland

Turkey RoHS Regulation

In compliance with Article 7 (d). We hereby certify:

"It is compliant with the EEE Regulation."

"EEE yönetmeliğine uygundur."

Regulatory information for 2.4 Ghz Wireless LAN Module

This product contains a 2.4 Ghz Wireless LAN radio transmitter module which complies with the requirements specified in FCC Part 15, Industry Canada RSS-210 and European Council Directive 99/5/EC.

Operation of this device is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Changes or modifications to this device not specifically approved by the Xerox Corporation may void the user's authority to operate this equipment.

Copy Regulations

United States

Congress, by statute, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.

1. Obligations or Securities of the United States Government, such as:
    -   Certificates of Indebtedness
    -   National Bank Currency
    -   Coupons from Bonds
    -   Federal Reserve Bank Notes
    -   Silver Certificates
    -   Gold Certificates
    -   United States Bonds
    -   Treasury Notes
    -   Federal Reserve Notes
    -   Fractional Notes
    -   Certificates of Deposit
    -   Paper Money
    -   Bonds and Obligations of certain agencies of the government, such as FHA, etc.
    -   Bonds (U.S. Savings Bonds may be photographed only for publicity purposes in connection with the campaign for the sale of such bonds.)
    -   Internal Revenue Stamps. If it is necessary to reproduce a legal document on which there is a canceled revenue stamp, this may be done provided the reproduction of the document is performed for lawful purposes.
    -   Postage Stamps, canceled or uncanceled. For philatelic purposes, Postage Stamps may be photographed, provided the reproduction is in black and white and is less than 75 % or more than 150 % of the linear dimensions of the original.
    -   Postal Money Orders.
    -   Bills, Checks, or Drafts of money drawn by or upon authorized officers of the United States.
    -   Stamps and other representatives of value, of whatever denomination, which have been or may be issued under any Act of Congress.
    -   Adjusted Compensation Certificates for Veterans of the World Wars.
2. Obligations or Securities of any Foreign Government, Bank, or Corporation.
3. Copyrighted materials, unless permission of the copyright owner has been obtained or the reproduction falls within the fair use or library reproduction rights provisions of the copyright law.

    Further information about these provisions may be obtained from the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.
4. Certificate of Citizenship or Naturalization. Foreign Naturalization Certificates may be photographed.
5. Passports. Foreign Passports may be photographed.

6. Immigration papers.
7. Draft Registration Cards.
8. Selective Service Induction papers that bear any of the following registrant information:
   - Earnings or Income
   - Court Record
   - Physical or Mental Condition
   - Dependency Status
   - Previous Military Service

   Exception: United States military discharge certificates may be photographed.
9. Badges, Identification Cards, Passes, or Insignia carried by military personnel, or by members of the various Federal Departments, such as FBI, Treasure, etc. (Unless photograph is ordered by the head of such department or bureau.)

   Reproducing the following is also prohibited in certain states:
   - Automobile Licenses
   - Drivers' Licenses
   - Automobile Certificates of Title

The above list is not all inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your attorney.

For more information about these provisions contact the Copyright Office, Library of Congress, Washington, D.C. 20559. Ask for Circular R21.

Canada

Parliament, by stature, has forbidden the reproduction of the following subjects under certain circumstances. Penalties of fine or imprisonment may be imposed on those guilty of making such reproductions.
- Current bank notes or current paper money.
- Obligations or securities of a government or bank.
- Exchequer bill paper or revenue paper.
- The public seal of Canada or of a province, or the seal of a public body or authority in Canada, or of a court of law.
- Proclamations, orders, regulations or appointments, or notices thereof (with intent to falsely cause same to purport to have been printed by the Queens Printer for Canada, or the equivalent printer for a province).
- Marks, brands, seals, wrappers, or designs used by or on behalf of the Government of Canada or of a province, the government of a state other than Canada or a department, board, Commission or agency established by the Government of Canada or of a province or of a government of a state other than Canada.
- Impressed or adhesive stamps used for the purpose of revenue by the Government of Canada or of a province or by the government of a state other than Canada.
10. Documents, registers or records kept by public officials charged with the duty of making or issuing certified copies thereof, where the copy falsely purports to be a certified copy thereof.

11. Copyrighted material or trademarks of any manner or kind without the consent of the copyright or trademark owner.

This list is provided for your convenience and assistance, but it is not all-inclusive, and no liability is assumed for its completeness or accuracy. In case of doubt, consult your solicitor.

Other Countries

Copying certain documents may be illegal in your country. Penalties of fine or imprisonment may be imposed on those found guilty of making such reproductions:
- Currency notes
- Bank notes and cheques
- Bank and government bonds and securities
- Passports and identification cards
- Copyright material or trademarks without the consent of the owner
- Postage stamps and other negotiable instruments

This list is not inclusive and no liability is assumed for either its completeness or accuracy. In case of doubt, contact your legal counsel.

Fax Regulations

United States

Fax Send Header Requirements

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including a fax machine, to send any message unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity or individual. The telephone number provided may not be a 900 number or any other number for which charges exceed local or long distance transmission charges.

Data Coupler Information

This device complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the cover of this device is a label that contains, among other information, a device identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the Telephone Company.

A plug and jack used to connect this device to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this device. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details.

You may safely connect the machine to the following standard modular jack: USOC RJ-11C using the compliant telephone line cord (with modular plugs) provided with the installation kit. See installation instructions for details.

The Ringer Equivalence Number (REN) is used to determine the number of devices that can be connected to a telephone line. Excessive RENs on a telephone line could result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that can be connected to a line, as determined by the RENs, contact the local Telephone Company. For products approved after July 23, 2001, the REN is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

To order the correct service from the local telephone company, you may also have to quote the codes listed below:
- Facility Interface Code (FIC) = 02LS2
- Service Order Code (SOC) = 9.0Y

⚠️ **CAUTION:** Ask your local telephone company for the modular jack type installed on your line. Connecting this machine to an unauthorized jack can damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this machine to an unauthorized jack.

If this Xerox device causes harm to the telephone network, the Telephone Company will notify you in advance that temporary discontinuance of service may be required. But if advance notice is not practical, the Telephone Company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The Telephone Company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the device. If this happens, the Telephone Company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this Xerox device, for repair or warranty information, contact the appropriate service center; details of which are displayed either on the machine or contained within the User Guide. If the device is causing harm to the telephone network, the Telephone Company may request that you disconnect the device until the problem is resolved.

Only a Xerox Service Representative or an authorized Xerox Service provider is authorized to make repairs to the printer. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

This device must not be used on party lines. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

Your office could have specially wired alarm equipment connected to the telephone line. Make sure that the installation of this Xerox® equipment does not disable your alarm equipment.

If you have questions about what could disable alarm equipment, consult your Telephone Company or a qualified installer.

Canada

This product meets the applicable Industry Canada technical specifications.

A representative designated by the supplier should coordinate repairs to certified equipment. Repairs or alterations made by the user to this device, or device malfunctions, could cause the telecommunications company to request you to disconnect the equipment.

For user protection, make sure that the printer is properly grounded. The electrical ground connections of the power utility, telephone lines, and internal metallic water pipe systems, if present, must be connected together. This precaution could be vital in rural areas.

⚠️ **WARNING:** Do not attempt to make such connections yourself. Contact the appropriate electric inspection authority, or electrician, to make the ground connection.

The REN assigned to each terminal device provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface could consist of any combination of devices. The only limitation to the number of devices is the requirement that the sum of the RENs of the devices does not exceed 5. For the Canadian REN value, see the label on the equipment.

European Union

Radio Equipment & Telecommunications Terminal Equipment Directive

The Facsimile has been approved in accordance with the Council Decision 1999/5/EC for pan-European single terminal connection to the public switched telephone network (PSTN). However, due to differences between the individual PSTNs provided in different countries, the approval does not give an unconditional assurance of successful operation on every PSTN network terminal point.

In the event of a problem you should contact your authorized local dealer.

This product has been tested to and is compliant with ES 203 021-1, -2, -3, a specification for terminal equipment for use on analog-switched telephone networks in the European Economic Area. This product provides a user-adjustable setting of the country code. The country code should be set prior to connecting this product to the network. Refer to the customer documentation for the procedure for setting the country code.

> Note: Although this product can use either loop disconnect (pulse) or DTMF (tone) signaling, it is recommended that it is set to use DTMF signaling. DTMF signaling provides reliable and faster call setup. Modification of this device, connection to external control software or to external control apparatus not authorized by Xerox, will invalidate its certification.

South Africa

This modem must be used in conjunction with an approved surge protection device.

New Zealand

1. The grant of a Telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, it does not provide any sort of warranty, and it does not imply that any Telepermitted product is compatible with all Telecom network services. Above all, it provides no assurance that any item will work correctly in all respects with another item of Telepermitted equipment of a different make or model.

   The equipment may not be capable of correct operation at the higher data speeds designated. 33.6 kbps and 56 kbps connections are likely to be restricted to lower bit rates when connected to some PSTN implementations. Telecom will accept no responsibility for difficulties that arise in such circumstances.

2. Immediately disconnect this equipment should it become physically damaged, then arrange for its disposal or repair.

3. This modem shall not be used in any manner which could constitute a nuisance to other Telecom customers.

4. This device is equipped with pulse dialing, while the Telecom standard is DTMF tone dialing. There is no guarantee that Telecom lines will always continue to support pulse dialing.

5. Use of pulse dialing, when this equipment is connected to the same line as other equipment, may give rise to bell tinkle, or noise, and cause a false answer condition. If you encounter such problems, do not contact the Telecom Faults Service.

6. DTMF tone dialing is the preferred method because it is faster than pulse (decadic) dialing and is readily available on almost all New Zealand telephone exchanges.

⚠ **WARNING:** No '111' or other calls can be made from this device during a mains power failure.

7. This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

8. Some parameters required for compliance with Telecom Telepermit requirements are dependent on the equipment (computer) associated with this device. The associated equipment shall be set to operate within the following limits for compliance with Telecom Specifications:

   For repeat calls to the same number:

   • There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and

   • The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next attempt.

   For automatic calls to different numbers:

   The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is no less than five seconds between the end of one call attempt and the beginning of another.

9. For correct operation, total of the RENs of all devices connected to a single line at any time should not exceed five.

Material Safety Data

For Material Safety Data information regarding your printer, go to:

North America: www.xerox.com/msds

European Union: www.xerox.com/environment_europe

For the Customer Support Center phone numbers, go to www.xerox.com/office/worldcontacts

Recycling and Disposal 16

This chapter includes recycling and disposal information for:

- All Countries
- North America
- European Union
- Other Countries

All Countries

If you are managing the disposal of your Xerox product, please note that the printer may contain lead, mercury, perchlorate, and other materials whose disposal may be regulated due to environmental considerations. The presence of these materials is fully consistent with global regulations applicable at the time that the product was placed on the market. For recycling and disposal information, contact your local authorities.

Perchlorate Material

This product may contain one or more Perchlorate-containing devices, such as batteries. Special handling may apply. Please see www.dtsc.ca.gov/hazardouswaste/perchlorate.

North America

Xerox operates an equipment take-back and reuse/recycle program. Contact your Xerox representative (call 1-800-ASK-XEROX) to determine if this Xerox product is part of the program.

For more information about Xerox environmental programs, visit www.xerox.com/environment, or for local recycling and disposal information, contact your local authorities.

European Union

Some equipment may be used in both a domestic/household and a professional/business application.

Domestic/Household Environment

Application of this symbol on your equipment is confirmation that you should not dispose of the equipment in the normal household waste stream.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be segregated from household waste. Private households within EU member states may return used electrical and electronic equipment to designated collection facilities free of charge. Please contact your local disposal authority for information. In some member states, when you purchase new equipment, your local retailer may be required to take back your old equipment free of charge. Please ask your retailer for information.

Professional/Business Environment

Application of this symbol on your equipment is confirmation that you must dispose of this equipment in compliance with agreed national procedures.

In accordance with European legislation, end of life electrical and electronic equipment subject to disposal must be managed within agreed procedures. Prior to disposal, please contact your local reseller or Xerox representative for end of life take-back information.

Collection and Disposal of Equipment and Batteries

These symbols on the products and/or accompanying documents mean that used electrical and electronic products and batteries should not be mixed with general household waste. For proper treatment, recovery, and recycling of old products and used batteries, please take them to applicable collection points, in accordance with your national legislation and the **Directive 2002/96/EC and 2006/66/EC**.

By disposing of these products and batteries correctly, you will help to save valuable resources and prevent any potential negative effects on human health and the environment which could otherwise arise from inappropriate waste handling.

For more information about collection and recycling of old products and batteries, please contact your local municipality, your waste disposal service, or the point of sale where you purchased the items.

Penalties may be applicable for incorrect disposal of this waste, in accordance with national legislation.

Business Users in the European Union

If you wish to discard electrical and electronic equipment, please contact your dealer or supplier for further information.

Disposal Outside of the European Union

These symbols are only valid in the European Union. If you wish to discard these items, please contact your local authorities or dealer and ask for the correct method of disposal.

Battery Symbol Note

This wheeled bin symbol may be used in combination with a chemical symbol. This establishes compliance with the requirements set out by the Directive.

Battery Removal

Batteries should only be replaced by a MANUFACTURER-approved service facility.

Other Countries

Please contact your local waste management authority to request disposal guidance.